



## Oakfield Junior School COVID-19 Risk Assessment

Based on the Surrey Template for mainstream schools v24 24<sup>th</sup> January 2022 issued on behalf of the Surrey Recovery Planning Team  
Personalised for Oakfield: January 2022  
Approved by Governing Body: January 2022  
Next Review Date: Summer 2022

This risk assessment has been prepared in response to Government guidance. The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for pupils and staff for Spring Term 2022.

The Governing Body has taken ownership of the risk assessment and have oversight of the principles behind its contents. School Leaders will share this risk assessment with the school workforce and will publish it on our website to provide transparency of approach to parents, carers and pupils.

Please note some changes to guidance have been made since the last risk assessment these reflect the governments Step 4 of the road map these are written in purple text. Our risk assessment will be continually reviewed following further guidance from Surrey and the DfE to ensure the school adheres to the current government guidance.

### Protective measures

The country's move to Step 4 of the roadmap marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. Many protective measures that have been in place in schools are now no longer required in normal circumstances. This risk assessment reflects these changes, setting out the protective measures which will remain in place.

### Step 4 – Future outbreak planning and Variants of Concern

This Risk Assessment is to be read alongside the school's Outbreak Management Plan, which describes what the school would do if children, pupils, students or staff test positive for COVID-19, or how the school would operate if it was advised to reintroduce any measures described in this document to help break chains of transmission. It is essential for the Outbreak Management Plan to be kept up-to-date and relevant to the



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school's unique setting, referencing the government's COVID-19 Contingency Framework and the Surrey County Council local outbreak control plan.

This risk assessment sets out the additional protective measures which will be considered in the case of and for the duration of an outbreak i.e. if a specific threshold is met, as set out in the government's COVID-19 Contingency Framework and the school's Outbreak Management Plan. The additional measures are given in this risk assessment under separate headings "**Temporary additional measures in the event of an outbreak**" and are shown in *italic* text.

Please note there may be some overlap with targeted Government guidance relating to Variants of concern such as Omicron.

The template risk assessment should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-work>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

[Risk assessment - Working safely during the coronavirus \(COVID-19\) pandemic](#)

[Dedicated transport to schools and colleges COVID-19 operational guidance](#)

[Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

[Managing coronavirus \(COVID-19\) in education and childcare settings](#)

[Health and safety: responsibilities and duties for schools](#)

[Coronavirus \(COVID-19\): PCR test kits for schools and FE providers - GOV.UK \(www.gov.uk\)](#)

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> (COVID-19: updated guidance for households with possible coronavirus infection)



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Coronavirus – DfE information update to all early years, children’s social care, schools and further education providers

The following school policies have also been reviewed and updated as required policies available on website\* or as a hard copy:

- *Behaviour and Anti-Bullying Policy\**
- *Safeguarding & Child Protection Policy\**
- *Health, Safety and Welfare Policy*
- *Infection Control Policy*
- *First Aid Policy*
- *School Emergency Plan*
- *School Business Continuity Plan*
- *Premises Lettings Policy and Contract*

Educational settings risk assessment content:

[Awareness of and adherence to policies and procedures](#)

1. [Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms](#)
2. [Prevention: Ensure face coverings are used in recommended circumstances](#)
3. [Prevention: Clean hands thoroughly more often than usual](#)
4. [Prevention: Good respiratory hygiene](#)
5. [Prevention: Cleaning and disinfection](#)
6. [Prevention: Minimise contact](#)
7. [Prevention: Keep occupied spaces well ventilated](#)
8. [In specific circumstances: Wear PPE where necessary](#)
9. [In specific circumstances: Promote and engage in asymptomatic testing, where available](#)
10. [Response to infection: Test and trace](#)
11. [Response to infection: Managing confirmed COVID-19 cases](#)
12. [Response to infection and outbreak plan: Contain any outbreaks](#)



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- 13. [Attendance](#)
- 14. [Workforce](#)
- 15. [Emergencies](#)
- 16. [Managing School Transport](#)
- 17. [Residential/Boarding](#)

Changes and updates made are documented here:

Date of change	Section, page, and change
23/02/2021	<a href="#">Face coverings</a> , page 8, face coverings recommended to be worn in classrooms and activities where social distancing cannot be maintained for children aged 11 and over
23/02/2021	<a href="#">Minimise contact</a> , page 17, educational visits are currently not advised.
23/02/2021	<a href="#">Ventilation</a> , page 18, new sections on ventilation.
23/02/2021	<a href="#">Testing</a> , page 20, new guidance on testing in different settings
17/03/2021	<a href="#">Introduction</a> , page 1, update on variants and controls
30/03/2021	<a href="#">Introduction</a> , page 1, link to updated government guidance on protective measures for holiday and after-school clubs, and other out-of-school settings
30/03/2021	<a href="#">Minimise contact</a> , page 16, update on guidance for physical activity in schools
30/03/2021	<a href="#">Educational visits</a> , page 18, proposed date and note regarding roadmap
30/03/2021	<a href="#">Wraparound provision and extra-curricular activity</a> , page 19, updated guidance
30/03/2021	<a href="#">Attendance</a> , page 28, expectations for clinically extremely vulnerable pupils
30/03/2021	<a href="#">Workforce</a> , page 28, expectations for clinically extremely vulnerable staff
30/03/2021	<a href="#">Workforce</a> , page 30, expectations for clinically vulnerable staff



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17/05/2021	<a href="#">Face coverings</a> , page 9, change in guidance including that face coverings no longer recommended for children in all schools
17/05/2021	<a href="#">Music, dance and drama</a> , page 18, updated guidance for curriculum and performances.
17/05/2021	<a href="#">Educational visits</a> , page 19, guidance for day visits and domestic residential visits.
17/05/2021	<a href="#">Wraparound provision and extra-curricular activity</a> , page 20, updates regarding group sizes and avoiding parental attendance
17/05/2021	<a href="#">Attendance</a> , page 30, new guidance relating to travel from 'red-list' countries and quarantine for pupils travelling to England.
30/06/2021	<a href="#">Response to infection and outbreak plan</a> , page 29; <a href="#">face coverings</a> , page 9; and <a href="#">promote and engage in asymptomatic testing</a> page 24, information provided for outbreak management plan
12/07/2021	<p><a href="#">Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms</a>, page 7, updated guidance in the case of COVID-19 symptoms</p> <p><a href="#">Prevention: Ensure face coverings are used in recommended circumstances</a>, page 10, face coverings no longer recommended for staff or pupils; steps to take in an Outbreak</p> <p><a href="#">Prevention: Cleaning and disinfection</a>, page 12, previously 'Enhanced Cleaning', school now required to maintain appropriate cleaning regimes</p> <p><a href="#">Prevention: Minimise contact</a>, page 13, 'Bubbles' no longer recommended, although the school may choose to maintain until the end of term; steps to take in an Outbreak</p> <p><a href="#">Educational visits</a>, page 14, updated guidance for running educational visits</p> <p><a href="#">Wraparound provision and extra-curricular activity</a>, page 15, updated guidance including sports provision, performances and events, and parental attendance</p> <p><a href="#">In specific circumstances: Promote and engage in asymptomatic testing, where available</a>, page 21, new guidance on how and when to test</p> <p><a href="#">Response to infection: Test and trace</a>, page 23, schools are no longer expected to undertake contact tracing</p> <p><a href="#">Response to infection: Managing confirmed COVID-19 cases</a>, page 24, updated guidance for if an individual develops COVID-19 symptoms or has a positive test</p> <p><a href="#">Response to infection and outbreak plan: Contain any outbreaks</a>, page 26, action to take in case of an outbreak</p> <p><a href="#">Attendance</a>, page 27, updates on supporting children with medical conditions, ensuring pupils travelling to England follow government travel advice, and updated quarantine arrangements for boarding school pupils.</p>



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24/08/2021	<p><b><u>Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms</u></b>, page 8, updated and reordered guidance for minimising contact with any individual who develops COVID-19 symptoms or has a positive test</p> <p><b><u>Prevention: Ensure face coverings are used in recommended circumstances</u></b>, page 11, updated “<i>Temporary additional measures in the event of an outbreak</i>”</p> <p><b><u>Prevention: Minimise contact</u></b>, page 18, updated “<i>Temporary additional measures in the event of an outbreak</i>”</p> <p><b><u>Prevention: Ventilation</u></b>, page 21, update regarding anticipated CO2 monitors being provided to the school during the Autumn term.</p> <p><b><u>In specific circumstances: Promote and engage in asymptomatic testing, where available</u></b>, page 23, additional detail on what close contacts should do whilst awaiting their PCR test results</p> <p><b><u>Response to infection: Test and trace</u></b>, page 24, with schools no longer expected to undertake contact tracing themselves, further update to make clear who is no longer required to isolate if identified as a close contact</p> <p><b><u>Response to infection: Managing confirmed COVID-19 cases</u></b>, page 26, now cites updated <u>section 1 (Prevention)</u> of this risk assessment</p> <p><b><u>Response to infection and outbreak plan: Contain any outbreaks</u></b>, page 26, updated in relation to school’s Outbreak Management Plan and use of headings “<i>Temporary additional measures in the event of an outbreak</i>” throughout this risk assessment.</p> <p><b><u>Attendance</u></b>, page 27, expectations for clinically extremely vulnerable (CEV) pupils have been updated to mirror wording in recently published guidance for CEV people, pre-Step 4 wording removed, and updated information on boarding school pupils attending from abroad, as quarantine rules have changed.</p> <p><b><u>Workforce</u></b>, page 29, expectations for CEV staff have been updated to mirror wording in recently published guidance for CEV people and pre-Step 4 wording removed.</p> <p><b><u>Managing School Transport</u></b>, page 31, updated “<i>Temporary additional measures in the event of an outbreak</i>”</p>
02/12/2021	<p><b><u>Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms</u></b>, page 9, important update relating to close contacts of a suspected or confirmed case of the Omicron variant and minor wording updates</p> <p><b><u>Prevention: Ensure face coverings are used in recommended circumstances</u></b>, page 12, covers guidance changes relating to Omicron Variant of Concern and minor wording update for “<i>Temporary additional measures in the event of an outbreak</i>”</p>



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	<p><a href="#">Educational visits</a>, page 17, update relating to Omicron variant, as schools must consider whether to go ahead with any planned international educational visits at this time</p> <p><a href="#">Wraparound provision and extra-curricular activity</a>, page 19, updated guidance for schools planning performances and other seasonal events</p> <p><a href="#">Ventilation</a>, page 25, updated to include link to SCC's detailed 'Ventilation in schools during COVID-19' Guidance document for ensuring appropriate ventilation in the school.</p> <p><a href="#">In specific circumstances: Promote and engage in asymptomatic testing, where available</a>, page 27, update to reflect current advice on asymptomatic testing and highlight government guidance on providing confirmatory PCR tests.</p> <p><a href="#">Response to infection: Test and trace, and isolation</a>, page 28, change of guidance relating to Omicron Variant of Concern</p> <p><a href="#">Attendance</a>, page 32, updates to reflect current government travel advice including new isolation requirements; updates in relation to clinically extremely vulnerable (CEV) pupils.</p> <p><a href="#">Workforce</a>, page 34, updates in relation to pregnant staff and clinically extremely vulnerable (CEV) staff.</p> <p>Lastly, all references to Public Health England have been updated with references to the United Kingdom Health Security Agency (UKHSA).</p>
15/12/2021	<p><a href="#">Wraparound provision and extra-curricular activity</a>, page 20, updated guidance for schools regarding mandatory certification.</p> <p><a href="#">Ventilation</a>, page 25, minor changes to guidance in relation to ventilation.</p> <p><a href="#">In specific circumstances: Promote and engage in asymptomatic testing, where available</a>, page 28, added government advice that schools have been strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.</p> <p><a href="#">Response to infection: Test and trace, and isolation</a>, page 29, updated to reflect that daily rapid testing is now recommended for contacts of COVID-19</p> <p><a href="#">Attendance</a>, page 33, updated to reflect the latest language on children who were previously considered to be clinically extremely vulnerable and travel and quarantine requirements.</p> <p><a href="#">Workforce</a>, page 35, updated to reflect the Government recommendation to work from home 'if you can'; and to reflect the latest language on adults who were previously considered to be clinically extremely vulnerable and new and expectant mothers.</p>



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04/01/2022	Prevention: <u>Ensure face coverings are used in recommended circumstances</u> , page 12, updated to include the use of face coverings in classrooms for Year 7 and above.
11/01/2022	Prevention: <u>Minimise contact with individuals who are unwell with COVID-19 symptoms</u> , page 9, minor update in line with latest government guidance on when to self-isolate and what to do. <u>In specific circumstances: Promote and engage in asymptomatic testing, where available</u> , page 28, updated with reference to latest government guidance on asymptomatic testing and regarding changes to Confirmatory PCR testing.
24/01/2022	<p><u>Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms</u>, page 10, minor update following government clarification regarding isolation expectations in boarding schools</p> <p><u>Prevention: Ensure face coverings are used in recommended circumstances</u>, page 12, updated to reflect removal of recommendation to wear face coverings in classrooms and communal areas</p> <p><u>Wraparound provision and extra-curricular activity</u>, page 20, updated guidance regarding mandatory certification no longer being in place from 27 January and removed previous advice/considerations for seasonable events</p> <p><u>Response to infection: Test and trace, and isolation</u>, page 27, minor update following government clarification on advice for under 5s.</p> <p><u>Workforce</u>, page 32, updated to reflect that government is no longer advising people to work from home if they can.</p> <p><u>Managing School Transport</u>, page 35, updated to provide links to the latest government guidance regarding pupils aged 11 and over and when they are recommended to wear a face covering</p>



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Name of School: Oakfield junior School		Date of assessment: January 2022 SpringTerm		Date of review: Summer Term 2022	
Identify those at risk:	<p>Staff Pupils Agency staff/contractors Visitors</p> <p>Vulnerable groups: BAME Underlying health conditions including clinically extremely vulnerable (CEV) and extremely vulnerable Pregnant workers over a certain age</p>	How someone could be harmed:	<p>Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.</p> <p>Most infected people will develop mild to moderate illness and recover without hospitalisation. In some cases, and if a person has a underlying health conditions, COVID-19 can cause serious ill health.</p>	Assessed by: SLT Team	

<p>Risk rating prior to action &amp; after action H/M/L P(prior to action) A (after action)</p>	<p>The following Controls/Mitigation and Protective Measures have been put in place</p>
<p>P: M A:L</p>	<p>1. Awareness of and adherence to policies and procedures</p>
	<ul style="list-style-type: none"> <li>• Health and Safety Policy has been updated in light of the COVID-19 advice</li> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:             <ul style="list-style-type: none"> <li>- <b>Health, Safety and Welfare Policy</b></li> <li>- <b>Infection Control Policy</b></li> <li>- <b>First Aid Policy</b></li> </ul> </li> <li>• All relevant staff have regard to all relevant guidance and legislation including, but not limited to, the following:             <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> </ul>



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	<ul style="list-style-type: none"> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:             <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> <li>• Staff are made aware of the school’s infection control procedures in relation to coronavirus.</li> <li>• Parents are made aware of the school’s infection control procedures in relation to coronavirus via letters and email– they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <a href="#">Stay at Home</a> guidance.</li> <li>• Pupils are made aware of the school’s infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff.</li> <li>• Confidentiality procedures (staff, volunteers, pupil) outlined in relevant policies are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>
<p>P:H A:L</p>	<p><b>Prevention</b> 1.Minimise contact with individuals who are unwell with COVID-19 symptoms</p>
	<p><b>When an individual develops COVID-19 symptoms or has a positive test</b></p> <ul style="list-style-type: none"> <li>• If a pupil or staff member develops COVID-19 symptoms or has a positive test they will follow public health advice on <u>when to self-isolate and what to do</u>. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</li> <li>• If anyone in the school develops <u>COVID-19 symptoms</u>, however mild, they will be sent home and they should follow public health advice.</li> <li>• <u>If a pupil in a boarding school shows symptoms/tests positive, they should usually self-isolate in their boarding school. Only in exceptional circumstances, where there is an overriding health or safeguarding issue, should a pupil self-isolate away from school.</u></li> </ul>



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- For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.
- If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary (such as for a very young child or a child with complex needs). Further information on this can be found in the [use of PPE in education, childcare and children's social care settings](#) guidance. Any rooms they use should be cleaned after they have left.
- The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
- Pupils and staff should return to school as soon as isolation rules allow.
- The 'Flowchart school response to suspected or confirmed COVID-19 cases' will be followed for suspected or confirmed cases.
- In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.
- In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital (unless visiting A&E in an emergency-ideally phone before).
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or they have been requested to do so by NHS Test & Trace.
- Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).
- Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.



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	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance.</li> </ul>
P: M A: L	<p>2.Prevention: Ensure face coverings are used in recommended circumstances</p> <p>3. Prevention: Clean hands thoroughly more often than usual</p>
	<ul style="list-style-type: none"> <li>From 20<sup>th</sup> January 2022:             <ul style="list-style-type: none"> <li>face coverings are no longer advised for pupils, staff and visitors in classrooms.</li> </ul> </li> <li>From 27<sup>th</sup> January 2022:             <ul style="list-style-type: none"> <li>face coverings are no longer advised for pupils, staff and visitors in communal areas.</li> <li>staff and pupils should follow <u>wider advice on face coverings</u> outside of school, including on transport to and from school.</li> </ul> </li> </ul> <p><b>In circumstances where face coverings are recommended</b></p> <ul style="list-style-type: none"> <li>The school is aware that a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). The school's Outbreak Management Plan covers this possibility.</li> <li>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.</li> <li>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</li> </ul> <p>The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings</p> <ul style="list-style-type: none"> <li>Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff; and to make reasonable adjustments for disabled pupils, to support them to access education successfully. No pupil should be denied education on the grounds that they are not wearing a face covering.</li> </ul>

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- Further guidance regarding access to, safe wearing, and removal of face coverings is available in the latest [operational guidance](#).

### **Temporary additional measures in the event of an outbreak**

- *If a specific threshold in the school's Outbreak Management Plan is met the following additional measures will be considered.*
- *Face coverings will temporarily be re-introduced in communal areas and classrooms for pupils (aged 11 and over), staff and visitors, unless exempt.*
- *In the event of an outbreak, Contingency framework: education and childcare settings will be referred to in reimplementing the use of face coverings.*
- Pupils clean their hands regularly, including:
  - when they arrive at the school
  - when they return from breaks
  - when they change rooms
  - before and after eating
- Pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans.
- Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff.
- Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands.
- Continue to help pupils with complex needs to clean their hands properly.
- Frequent and thorough hand cleaning should now be regular practice.
- Ensure there is enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly



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	<ul style="list-style-type: none"> <li>Supervise hand sanitiser use given the risks around ingestion – skin friendly skin cleaning wipes can be used as an alternative</li> <li>Building these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them</li> </ul>
P: L A: L	<h3>4.Prevention Good respiratory hygiene</h3>
	<ul style="list-style-type: none"> <li>'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine.</li> <li>Younger pupils and those with complex needs are helped to follow this.</li> <li>Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.</li> </ul>
P: M A: L	<h3>5.Prevention Cleaning and disinfection</h3>
	<ul style="list-style-type: none"> <li>Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal.</li> <li>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.</li> <li>More frequent cleaning of rooms and shared areas that are used by different groups. <i>(Staff using intervention rooms must ensure surfaces are wiped down before and after use)</i></li> <li><i>When a year group needs to be segregated then they will be allocated a specific cubicle and sink within the toilet block or they be asked to only make use of the creative cabin toilets</i></li> <li>Toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet. Different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it</li> <li>The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract.</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings guidance</u></li> <li>• Site Manager &amp; Cleaners are employed by the school through a SLA to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• The School Business Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></li> <li>• The School Business Manager and Site Manager monitor the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>
<p>P: M A: L</p>	<h3>6. Prevention Minimise contact</h3>
	<ul style="list-style-type: none"> <li>• From Step 4, it is no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). Bubbles will not need to be used for any summer provision or in schools from the autumn term.</li> </ul> <p><b>Educational visits</b></p> <ul style="list-style-type: none"> <li>• The school will liaise with either its visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational visits.</li> <li>• The school will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <u>General guidance about educational visits</u> is available and is supported by specialist advice from the <u>Outdoor Education Advisory Panel</u> (OEAP).</li> </ul>



## Oakfield Junior School COVID-19 Risk Assessment

### Wraparound activities

- From Step 4, it is no longer recommended necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision or from the autumn term.
- From Step 4, it is no longer advised that providers limit the attendance of parents and carers at sessions. The school will continue to ensure that parents' and carers' most up-to-date contact details are held in case of an emergency.
- Wraparound childcare and other organised activities for children may take place in groups of any number.
- Providers caring for children:
  - under 5 years only should refer to the [guidance for early years and childcare providers during the COVID-19 pandemic](#)
  - both under 5 years and aged 5 years and over, in mixed groups together, should follow the [guidance on actions for out-of-school settings](#).

### Sports provision

- All sports provision, including competition between settings, should be planned and delivered in line with government guidance.
- Providers of sports activities will also refer to:
  - [guidance on grassroot sports for public and sport providers, safe provision and facilities](#), and [guidance from Sport England](#)
  - advice from organisations such as the [Association for Physical Education](#) and the [Youth Sport Trust](#)
  - guidance from Swim England on school swimming and water safety lessons available at [returning to pools guidance documents](#) and [using changing rooms safely](#)

### Mandatory certification

- From 27 January 2022, mandatory certification is no longer in place and so venues and events are not required by law to use the NHS COVID Pass as a condition of entry, but some may do so voluntarily. Further information on this is available: [Using your NHS COVID Pass for travel abroad and at venues and settings in England](#).
- The school will not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training.



## Oakfield Junior School COVID-19 Risk Assessment

### **Performances, Events and Music including Seasonal Events**

- Any plans for Seasonal Events or performances will be fully risk assessed and contingency plans made for managing or cancelling events using the thresholds for additional action set out in the DfE contingency framework as a guide.
- If planning an indoor or outdoor face-to-face performance in front of a live audience, a sporting or other organised event, the school will also follow the latest advice in the DCMS Events and attractions - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)
- *The school will follow safeguarding guidance when planning remote education strategies and teaching remotely during the coronavirus (COVID-19) outbreak, and this guidance will also be considered in relation to Seasonal Events.*
- *The school will consider relevant advice from the NSPCC in relation to Photography and sharing images / NSPCC Learning.*
- Singing, wind and brass instrument lessons can be undertaken, following guidance provided by the DCMS working safely during coronavirus (COVID-19): performing arts.
- Where the school premises are hired for use by external wraparound childcare providers, such as after-school or holiday clubs, these organisations will:
  - consider the relevant government guidance for their sector
  - put in place protective measures.

### **Temporary additional measures in the event of an outbreak**

- *If a specific threshold in the school's Outbreak Management Plan is met the following additional measures will be considered.*
- *It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups, as follows.*
- *The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles'). The school will consider:*
  - *The layout of the school site;*

## Oakfield Junior School COVID-19 Risk Assessment

	<ul style="list-style-type: none"> <li>○ <i>The feasibility of keeping distinct groups separate while offering a broad curriculum</i></li> </ul> <p><i>More information on groups can be found in COVID-19: <u><a href="#">Guidance for full opening</a></u></i></p> <ul style="list-style-type: none"> <li>• <i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</i></li> <li>• <i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</i></li> <li>• <i>Large gatherings such as assemblies are avoided, and groups kept apart.</i></li> <li>• <i>The timetable is revised to implement where possible:</i> <ul style="list-style-type: none"> <li>○ <i>Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;</i></li> <li>○ <i>Maximise the number of lessons or classroom activities which could take place outdoors;</i></li> <li>○ <i>Staggered assembly groups;</i></li> <li>○ <i>Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time.</i></li> </ul> </li> <li>• <i>Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day, and are seated at the same desk.</i></li> <li>• <i>Mixing within education or childcare setting is minimised by:</i> <ul style="list-style-type: none"> <li>○ <i>accessing rooms directly from outside where possible;</i></li> <li>○ <i>considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors;</i></li> <li>○ <i>staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms;</i></li> <li>○ <i>The number of pupils using the toilet at any one time is limited.</i></li> </ul> </li> <li>• <i>The use of shared space such as halls is limited and there is cleaning between use by different groups.</i></li> </ul>
<p>P: M A: L</p>	<h3>7. Prevention: Keep occupied spaces well</h3>



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	<ul style="list-style-type: none"> <li>• Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</li> <li>• The school will identify any poorly ventilated spaces as part of its risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</li> <li>• Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</li> <li>• If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</li> <li>• Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.</li> <li>• Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</li> <li>• The school will refer to Surrey County Council's latest Ventilation in schools during COVID-19 guidance document for more detailed advice for ensuring appropriate ventilation in the school. The school will use this guidance to balance the need for increased ventilation while maintaining a comfortable temperature, particularly during periods of colder weather.</li> <li>• The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 advice provides more information.</li> <li>• CO2 monitors are being provided to state-funded education settings, so staff can quickly identify where ventilation needs to be improved.</li> </ul>
<p>P: L A: L</p>	<h3>8. Prevention Where necessary, wear PPE</h3>
	<ul style="list-style-type: none"> <li>• The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</li> </ul>



## Oakfield Junior School COVID-19 Risk Assessment

	<ul style="list-style-type: none"> <li>○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools</li> <li>○ Performing <a href="#">aerosol generating procedures (AGPs)</a></li> <li>● When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only wear PPE that would be routinely worn, should be worn.</li> <li>● Read the guidance on <a href="#">safe working in education, childcare and children's social care</a> for more information about preventing and controlling infection and follow SCC's PPE guidance.</li> <li>●</li> </ul>
P: M A: L	<b>9. Promote and engage in asymptomatic testing where available in specific circumstances</b>
	<p><b>Asymptomatic testing</b></p> <ul style="list-style-type: none"> <li>● Testing remains important in reducing the risk of transmission of infection within schools.</li> <li>● <b>Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart. Testing remains voluntary but is strongly encouraged.</b></li> <li>● The school has been strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.</li> <li>● Further information on Daily Rapid Testing can be found in section 10 of this document 'Test and trace, and isolation'.</li> <li>● There is no need for primary age pupils (those in year 6 and below) to regularly test, <b>unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.</b></li> </ul> <p><b>Confirmatory PCR tests</b></p> <ul style="list-style-type: none"> <li>● Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</li> <li>● If necessary while following the above guidance, additional information on the provision and use of <a href="#">PCR test kits for schools and further education providers</a> is available.</li> </ul>
P: L A: L	<b>10. Response to infection Test and trace</b>



## Oakfield Junior School COVID-19 Risk Assessment

	<ul style="list-style-type: none"> <li>• Close contacts in schools are now identified by <u>NHS Test and Trace</u> and schools are not expected to undertake contact tracing.</li> <li>• As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</li> <li>• The school is aware it may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> <li>• From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:             <ul style="list-style-type: none"> <li>○ fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>○ all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>○ people who are not able to get vaccinated for medical reasons</li> <li>○ people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> </ul> </li> <li>• <b>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts. They are advised to take a PCR test if the positive case is in their household.</b></li> <li>• Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing. For further information please see <u>SEND guidance</u>.</li> <li>• Further information is available in <u>NHS Test and Trace: what to do if you are contacted</u> and in the <u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>.</li> <li>• 18-year-olds are treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</li> <li>• The school will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures</li> </ul>
<b>11. Managing confirmed COVID-19 cases</b>	



## Oakfield Junior School COVID-19 Risk Assessment

	<ul style="list-style-type: none"> <li>Confirmed cases of COVID-19 will be managed by the school should they arise in any of the following cases:             <ul style="list-style-type: none"> <li>if a pupil or staff member develops COVID-19 symptoms or has a positive test;</li> <li>if anyone in the school develops COVID-19 symptoms, however mild; or</li> <li>if a pupil in a boarding school shows symptoms.</li> </ul> </li> </ul> <p>In any of these cases, the school will refer to <u>section 1 of this risk assessment</u>, specifically under the heading <b>“When an individual develops COVID-19 symptoms or has a positive test”</b></p>
P: L A: L	<b>12. Response to infection Contain any outbreaks;</b>
	<ul style="list-style-type: none"> <li>The <u>contingency framework</u> describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</li> <li>The school’s Outbreak Management Plan describes what it would do if children, pupils, students or staff test positive for COVID-19, or how the school would operate if it was advised to reintroduce any measures described in this document to help break chains of transmission.</li> <li>The Outbreak Management Plan will be kept up-to-date and relevant to the school’s unique setting, referencing the government’s <u>COVID-19 Contingency Framework</u> and the <u>Surrey County Council local outbreak control plan</u>.</li> <li>This risk assessment sets out the additional protective measures which will be considered in the case of and for the duration of an outbreak i.e. if a specific threshold is met, as set out in the government’s <u>COVID-19 Contingency Framework</u> and the school’s Outbreak Management Plan.</li> <li>The additional measures are given elsewhere in this risk assessment under separate headings <b>“Temporary additional measures in the event of an outbreak”</b> and are shown in <i>italic</i> text.</li> <li>Covid Clinics – consultation offer provides additional support to assist school leaders in their decision making in response to an outbreak. The consultation service is delivered by Surrey County Council Public Health and School Relationships &amp; Support Service.</li> </ul>
	<b>Attendance</b>



## Oakfield Junior School COVID-19 Risk Assessment

	<p><b>Clinically extremely vulnerable (CEV)</b></p> <ul style="list-style-type: none"> <li>• Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread.</li> <li>• Children and young people previously considered CEV should attend school and should follow the same <u>COVID-19 guidance</u> as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</li> <li>• Further information is available in the guidance on <u>supporting pupils at school with medical conditions</u> and guidance on <u>protecting people who are clinically extremely vulnerable</u>.</li> </ul> <p><b>Travel and quarantine</b></p> <ul style="list-style-type: none"> <li>• All pupils travelling to England must adhere to current legislation, details of which are set out in <u>government travel advice</u>.</li> <li>• Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</li> <li>• Additional guidance has been issued on the <u>quarantine and testing arrangements for boarding school pupils</u> travelling from red-list countries to attend a boarding school in England.</li> <li>• The school will check the current 'red list' and liaise with parents to ensure any pupils arriving from or through an affected country will follow this advice.</li> </ul>
	<h3>Workforce</h3>
	<ul style="list-style-type: none"> <li>• The school will ensure that key contractors are aware of the school's control measures and ways of working.</li> </ul>



## Oakfield Junior School COVID-19 Risk Assessment

	<p><b>Clinically extremely vulnerable (CEV)</b></p> <ul style="list-style-type: none"> <li>• School leaders are best placed to determine the workforce required to meet the needs of their pupils. The government is no longer advising people to work from home if they can.</li> <li>• Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow the guidance contained in <a href="#">Coronavirus: how to stay safe and help prevent the spread</a>.</li> <li>• In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have.</li> <li>• The school will make consideration of risks to female employees of childbearing age and, in particular, risks to new and expectant mothers.</li> <li>• The school will follow the <a href="#">guidance for pregnant employees</a> and will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). The school will also consider the needs of pregnant pupils.</li> <li>• The school will refer to <a href="#">COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</a> which contains further advice on vaccination.</li> <li>• The school is able to explain the measures it has in place to keep staff safe at work, noting the Health and Safety Executive’s (HSE) <a href="#">guidance on protecting vulnerable workers</a>, including <a href="#">advice for employers and employees on how to talk about reducing risks in the workplace</a>. For home working, employers should consider whether home working is appropriate for workers facing mental or physical health difficulties, or those with a particularly challenging home working environment. Employers should discuss concerns with staff.</li> </ul> <p><b>Travel and quarantine</b></p> <p>All staff must adhere to <a href="#">government travel advice</a> if travelling to England from another country during coronavirus (COVID-19).</p>
<p>P: L A: L</p>	<p><b>Emergencies</b></p>



## Oakfield Junior School COVID-19 Risk Assessment

	<ul style="list-style-type: none"> <li>• All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Pupil alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>• The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>
<p>P: L A: L</p>	<h3>Managing School Transport</h3>
	<ul style="list-style-type: none"> <li>• Parents and pupils are encouraged to walk or cycle to their education setting where possible.</li> <li>• Parents and pupils are discouraged from using public transport, where possible particularly during peak times.</li> <li>• <a href="#">The school will keep up-to-date with the Transport to schools and colleges during the COVID-19 pandemic and Face coverings: when to wear one, exemptions, and how to make your own</a> to ensure that pupils aged 11 and over follow the latest guidance on when to wear a face covering – such as when travelling on dedicated transport to secondary school or college – unless exempt.</li> <li>• Maximising distancing and minimising mixing is no longer recommended, but unnecessary risks such as overcrowding should be minimised.</li> <li>• Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus, and should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>• Transport providers, as far as possible, are advised of the need to follow hygiene rules and to ensure vehicles are well ventilated when occupied, particularly by opening windows and ceiling vents.</li> <li>• Where possible, transport arrangements are organised to cater for any changes to start and finish times.</li> <li>• Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).</li> </ul> <p><b><i>Temporary additional measures in the event of an outbreak</i></b></p>



## Oakfield Junior School COVID-19 Risk Assessment

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|  | <ul style="list-style-type: none"> <li><i>If a specific threshold in the school's Outbreak Management Plan is met or if the school is advised to consider reintroducing bubbles to reduce mixing for a temporary period, the school will consider whether it is possible to temporarily reinstate any measures it previously had in place to reduce mixing on transport.</i></li> </ul> |
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This risk assessment has been agreed by the following:

Name	Date	Designation	Organisation	Signature
Mrs Debbie Willemse	January 2022	Headteacher (representing staff)	Oakfield Junior School	<i>Debbie Willemse</i>
Mrs Gillian Ward	January 2022	Chair of Governors (representing governors)	Oakfield Junior School	<i>Gillian Ward</i>