

## COVID-19 Student Risk Assessment

**Please be assured that we are taking every precaution to ensure students and staff are safe in school when they return.**

**These are the measures we are using to prevent transmission of Covid-19 and to keep students and staff safe:**

Arrival and Departure	<ul style="list-style-type: none"> <li>• Students will arrive at the designated time for their year group bubble and use the designated entrance</li> <li>• Students must follow the route indicated by staff to get to their village</li> <li>• Start and finish times have been staggered so that year group bubbles do not mix</li> <li>• Students must not congregate outside the gates. They must go straight home</li> <li>• If students arrive late before the gates are closed, they will use the late gate and wait until told to go to their village</li> <li>• If students arrive after their allocated time, they will be directed towards a holding area for their year group. They will remain here until they can safely move to their village</li> </ul>
Social Distancing	<ul style="list-style-type: none"> <li>• All students will be taught in year group bubbles and they will have breaks and lunches in these bubbles, <b>different year group bubbles must not mix</b></li> <li>• It is important to maintain social distancing when moving around the school</li> <li>• Students must stay at least 2 metres away from any adult. If the distance needs to be closer the decision will be made by the adult and it will be for a short amount of time</li> <li>• There must be no physical contact of any type at any time. This includes horseplay, hugging, handshakes, playing tag etc.</li> </ul>
Movement	<ul style="list-style-type: none"> <li>• Movement around site is kept to a minimum and students must use designated staircase and the routes indicated and walk on the left</li> <li>• Each bubble will have its own lunch time spaces and designated lunch time which they must stick to</li> <li>• To help maintain a safe distance, students should always walk to the left of corridors and stairways</li> <li>• Toilet facilities are available in each village. Students must not use toilets in other year group villages</li> <li>• Students can only use designated outside areas at break time. In the event of a wet break, students will have designated indoor spaces that they can use</li> </ul>
Classrooms	<ul style="list-style-type: none"> <li>• Seating plans are compulsory</li> <li>• All students will be sat side by side facing the front</li> <li>• Students must not get up and move around the classroom</li> <li>• Students must not move into the teaching space unless permission has been given</li> <li>• Students must bring their own stationery to school to avoid the need to share</li> <li>• Students must only bring in school items needed for that day, do not bring in unnecessary items</li> <li>• Students must wipe down keyboards in computer room before using</li> </ul>
Restaurant	<ul style="list-style-type: none"> <li>• Each year group will have a designated time to use the Restaurant</li> <li>• The Restaurant will be open for students to eat their packed lunch</li> <li>• Students must bring their own water as fountains will not be in use</li> <li>• Students will no longer be able to top up lunch money via the machines in school. All meals will need to be paid for by ParentPay</li> </ul>
Uniform	<ul style="list-style-type: none"> <li>• Normal, full uniform is required (we recognise that some items will not be available from the uniform company, Price and Buckland, until w/c 14 September). Students must also wear their year group badge to represent their year group colour, which will have been issued during their induction day</li> </ul>

Face Coverings	<ul style="list-style-type: none"> <li>• <b>As of Monday 5 October 2020 the wearing of face coverings will be compulsory when students are moving around the building and in communal areas (this status will be updated if local guidance changes)</b></li> <li>• Students must provide their own face covering that complies with our uniform policy (no logos)</li> <li>• <b>Face coverings are not permitted in the classroom. If you have specific concerns, please send these in writing to the Principal</b></li> <li>• Students must bring a sealable plastic bag to place the face covering in when not in use, or place it in the bin if the covering is disposable</li> <li>• Students must wash their hands before and after removing the face covering</li> </ul>
Behaviour	<ul style="list-style-type: none"> <li>• Behavioural incidents will still receive consequences, and this will include breaches of this risk assessment</li> <li>• There must be no coughing or spitting at or towards any other person. These actions will be taken very seriously and sanctioned as such</li> <li>• Additional measures will be considered as outlined in the CET behaviour addendum on the school website on the policies page</li> </ul>
Cleanliness	<ul style="list-style-type: none"> <li>• Ensure good respiratory hygiene. <b>CATCH IT, BIN IT, KILL IT!</b> if coughing or sneezing and avoid touching mouth, nose, and eyes</li> <li>• Place tissues in bins provided</li> <li>• Hands must be washed with sanitiser or soap and water on arrival to school, before and after eating, on return from breaks, on change of rooms and after using the toilets</li> <li>• Wall mounted hand sanitiser dispensers are available in all villages, and students are strongly advised to bring their own personal sanitisers</li> <li>• All rooms and areas will be sanitised regularly throughout the day and at the end of each day</li> </ul>
Suspected Covid-19 Symptoms	<ul style="list-style-type: none"> <li>• If a student is suffering from a high temperature, a new continuous cough or loss or change to sense of smell or taste, they must not attend school and should do the following: <ul style="list-style-type: none"> <li>○ Book a test</li> <li>○ Provide details of anyone they had close contact with if the test is positive</li> <li>○ Self-isolate for 10 days and their families must also isolate for 14 days</li> </ul> </li> <li>• Students must tell an adult if they feel that they are suffering from a high temperature, a new continuous cough or loss or change to sense of smell or taste when in school. If a student is sent home with suspected Covid-19 symptoms they must follow the above</li> <li>• Parent to contact the school on <a href="mailto:covidalert@miltonkeynesacademy.org.uk">covidalert@miltonkeynesacademy.org.uk</a> if the test result is positive</li> </ul>
Fire	<ul style="list-style-type: none"> <li>• Follow teacher instructions in the event of alarm sounding. The teacher will lead students to year group muster point</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• If a student presents with covid-19 symptoms, they will be isolated in the designated room until contact can be made for them to be sent home</li> <li>• All other first aid will be delivered in the classroom / at the scene of the accident where possible</li> <li>• Students should remain in their village; the First Aider will come to the student</li> </ul>
Medications	<ul style="list-style-type: none"> <li>• Student Welfare Officer to sign in any medication required by student during school day only if it is not possible to be administered at home</li> <li>• If a student has an Epi Pen it should be kept with the student</li> </ul>

**Please direct any concerns you may have to Jeanette Mackie, Senior Vice Principal, on**  
[Jeanette.Mackie@miltonkeynesacademy.org.uk](mailto:Jeanette.Mackie@miltonkeynesacademy.org.uk)

## **COVID-19 Student Risk Assessment**

For our full Risk Assessment, please see the link below:

**[Covid-19 Full Re-opening Risk Assessment](#)**