

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Full Reopening from September 2020

<p><b>Reason for Risk Analysis:</b></p> <p>Government guidance and announcements relating to the full reopening of schools from the start of the autumn term 2020.</p> <p><b>Relates to September opening and subsequent term(s) only</b></p>	<p><b>Description of the Reasonably Foreseeable Risks (RFR):</b></p> <p>Health, safety and well-being of staff, students, visitors, contractors, other adults and all stakeholders coming onto The Milton Keynes Academy and controlling the spread of COVID-19.</p>
<p><b>Reason for the RFR:</b></p> <p>Response to Gov. guidance document first published 2.7.2020 which states schools are to reopen fully for all students (and hence all staff) at the start of September.</p>	<p><b>Hazards and Aspects Considered:</b></p> <ul style="list-style-type: none"> <li>• System of Controls: <ul style="list-style-type: none"> <li>○ Prevention</li> <li>○ Response to any infection</li> </ul> </li> <li>• School operations: <ul style="list-style-type: none"> <li>○ Transport (dedicated school transport)</li> <li>○ Transport (wider public transport)</li> <li>○ Attendance</li> <li>○ School workforce</li> <li>○ Supporting staff</li> <li>○ Staff deployment</li> <li>○ Safeguarding</li> </ul> </li> <li>• Staffing levels on-site in all service areas;</li> <li>• Lack of induction/briefing prior to coming back into school for staff and students;</li> <li>• Ensuring social distancing always;</li> <li>• Access and egress to/from site for all stakeholders.</li> <li>• Visitors to reception;</li> <li>• Movement around designated areas;</li> <li>• Wellbeing</li> </ul>
<p><b>Key Reference Documents and other useful links:</b></p> <ol style="list-style-type: none"> <li>1. Gov. Guidance on full opening [04 November 2020]: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>2. Gov. Guidance for households with possible coronavirus infection [18 June 2020]: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>3. Gov. Guidance: safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) [16 June 2020] <a href="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/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</a></li> <li>4. Gov. Guidance: cleaning of non-healthcare settings [15 May 2020] <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>5. Contacts: PHE health protection teams (local) [17 June]: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></li> <li>6. NHS: Testing and tracing for coronavirus: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li>7. Gov. Advice: Coronavirus: safer travel guidance for passengers [29 June 2020]: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>8. Gov. Advice: Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 [23 June 2020] <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-groups-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-groups-from-covid-19</a></li> </ol>	

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| <p><a href="#">protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>9. Research document: Covid-19: review of disparities in risks and outcomes [2 June 2020]:<br/><a href="https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes">https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</a></p> <p>10. Press release: extra mental health support for pupils and teachers [10 June 2020]:<br/><a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p> <p>11. Mental Health support website: <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></p> <p>12. Gov. Guidance: School workload reduction toolkit [11 October 2019]:<br/><a href="https://www.gov.uk/guidance/school-workload-reduction-toolkit">https://www.gov.uk/guidance/school-workload-reduction-toolkit</a></p> <p>13. Case studies: remote education practice for schools during coronavirus [12 June 2020]:<br/><a href="https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19">https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19</a></p> <p>14. Gov. Guidance: how to self-isolate when you travel to the UK [11 June 2020]:<br/><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk">https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</a></p> <p>15. Gov. Guidance: for food businesses on coronavirus [26 June 2020]:<br/><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p> <p>16. HSE: Legionella risks during the coronavirus outbreak: <a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a></p> <p>17. CIBSE: Emerging from lockdown: <a href="https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown">https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</a></p> <p>18. HSE: Air conditioning and ventilation during the coronavirus outbreak:<br/><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p>19. Gov. Advice: Protective measures for out-of-school settings during the coronavirus outbreak [1 July 2020]: <a href="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">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</a></p> <p>20. Gov. Advice: the phased return of sport and recreation [30 June 2020]:<br/><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a><br/><a href="https://www.afpe.org.uk/physical-education/dfe-guidance-on-the-full-opening-of-schools-in-september/">https://www.afpe.org.uk/physical-education/dfe-guidance-on-the-full-opening-of-schools-in-september/</a></p> <p>21. MKC Education Setting Flowchart</p> | <ul style="list-style-type: none"> <li>• Lunch and break times;</li> <li>• Welfare facilities;</li> <li>• Biometric readers;</li> <li>• Reval machines;</li> <li>• Identify use and management of classrooms;</li> <li>• Use of ICT equipment;</li> <li>• PE Lessons;</li> <li>• Science &amp; D &amp; T Practical's;</li> <li>• Fire Evacuation; Inadequate fire marshals';</li> <li>• First Aid;</li> <li>• Contractors on site;</li> <li>• Daily cleaning regime;</li> <li>• Cross-Bubble working (Site team, IT team)</li> <li>• Regular on-site contractors (Catering team, cleaning team)</li> <li>• Lettings</li> </ul> |
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[https://content.govdelivery.com/attachments/UKMK/2020/11/12/file\\_attachments/1599704/MKC%20Education%20Settings%20FLOWCHART%2004%2011%202020%20%20FINAL%20%28002%29.pdf](https://content.govdelivery.com/attachments/UKMK/2020/11/12/file_attachments/1599704/MKC%20Education%20Settings%20FLOWCHART%2004%2011%202020%20%20FINAL%20%28002%29.pdf)

**Dates indicate date of latest update of document or webpage, where available.**

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Version: (must match version control at bottom of document)	V21		
Reasoning:	Recommissioned to reflect guidance for full opening		
<b>School:</b> The Milton Keynes Academy Fulwoods Drive Leadenhall Milton Keynes MK6 5LA	<b>Additional Site Information:</b> Number of students expected: 1250  Year Groups: 7, 8, 9, 10, 11, 12, 13 (and potentially Y12 for GCSE Resits in November)		
<b>Who may be harmed?</b>	Staff, Students, visitors, contractors	<b>How many people:</b>	Up to 1250 individuals: <ul style="list-style-type: none"> <li>• 1225 on roll</li> <li>• Max 100 Y12 as above</li> <li>• Approx 132 staff</li> <li>• Contractors &amp; visitors</li> </ul>
<b>Trust Health &amp; Safety Contacts:</b>		<b>Trust Contact: Health &amp; Safety Trustee.</b>	Dr Stuart Sams (CET) 07425 627645
<b>Site Health &amp; Safety Contacts:</b>	Diane Taylor 01908 341773 Craig Lyman		
<b>Risk rating for this activity:</b>	4 (Medium-High)	<b>Date of Assessment:</b>  <b>Date of Review</b>	12.02.2021  26.02.2021 or sooner as required

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Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (Inc. resourcing, costs and staffing)	Responsible Person(s):
<b>System of Control - Prevention</b>	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults who have coronavirus symptoms or have tested positive in the last 10 days do not come into the Academy</li> <li>• Anyone developing those symptoms during the Academy day are sent home and isolate for at least 10 days</li> <li>• Other members of households, including siblings, should self-isolate for 10 days from when the symptomatic person first has symptoms</li> <li>• Staffing to be managed in line with illness, absence and attendance policies are currently in effect</li> </ul>	<p><b>Mandatory instruction</b></p> <ul style="list-style-type: none"> <li>• All parties referred to Gov. Guidance for households with possible coronavirus infection (2, KRD above)</li> <li>• Communication to households must be clear and agreed (scripted) in advance to include:</li> </ul> <p>“Do not attend school if you are displaying a change in taste and smell, a new persistent cough or an increased temperature”</p>	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>
	Vulnerable groups – affecting susceptibility to COVID 19	<ul style="list-style-type: none"> <li>• Staff in vulnerable groups or who were shielded can now attend but necessary precautions must be taken to ensure their safety</li> <li>• Ensure that employee is reassured about measures in place within the academy</li> </ul>	<ul style="list-style-type: none"> <li>• Staff in this category are strongly recommended to wear face</li> </ul>	Line Manager (Support from KAG & DTR)

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	(Including BAME and BMI 30+)	<ul style="list-style-type: none"> <li>Individual Risk Assessments will be carried out or reviewed</li> <li>Ensure that employee is reassured about measures in place within the academy</li> <li>Equality Impact Assessment has been undertaken</li> <li>Individual Risk Assessments have been carried out. To be amended as necessary</li> <li>1:1 RA to establish any concerns or anxieties that may prevent employee from coming into school</li> </ul>	<p>coverings in communal areas, corridors and whilst on duty</p> <ul style="list-style-type: none"> <li>As of 05/10/2020, face coverings are mandatory in communal areas for all staff and students (this means that we are compliant with the statutory guidance issued on 04/11/2020 by DfE)</li> </ul>	
	Clinically Extremely Vulnerable (CEV) Staff	<ul style="list-style-type: none"> <li>Effective 05/11/2020 guidance updated to advise that CEV staff should work at home until 02/12/2020</li> <li>Effective 03/12/2020 CEV staff return to work following a review of their individual RA</li> <li>Effective 06/01/2021 CEV staff will need to shield and so must work from home</li> </ul>	<ul style="list-style-type: none"> <li>Small minority of staff who have been notified by letter from DHSC are now working at home, further to line management meetings</li> <li>Further to rise in cases, CEV staff advised to work at home from 14/12/20</li> </ul>	KAG / Line Managers
	Clinically Extremely Vulnerable (CEV)	<ul style="list-style-type: none"> <li>Students in the Clinically Extremely Vulnerable (CEV) group should attend school in all local</li> </ul>	<ul style="list-style-type: none"> <li>These are being reviewed on a case-by-</li> </ul>	SLT

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	Students	restriction tiers unless specifically advised by GP or clinician not to attend	case basis owing to rise in local transmission rate from 14/12/20 <ul style="list-style-type: none"> <li>As of 06/01/2021 all CEV staff must shield and so must work from home</li> </ul>	
	Increased transmission of Covid-19 due to new Variant	Effective 06/01/2021 the Government introduced a new national lockdown <ul style="list-style-type: none"> <li>Schools will only be open to key worker and vulnerable students – following the emergence of the new variant which is more transmissible.</li> <li>This means that you cannot leave or be outside of the place you are living unless you have a reasonable excuse. These include <b>essential medical needs, food shopping, exercise</b> and work for those who cannot do so from home</li> <li>You cannot meet other people indoors, unless you live with them, or they are part of your support bubble. Outdoors, you can only meet one person from another household to exercise</li> </ul>	<ul style="list-style-type: none"> <li>The school will operate a staff rota system to minimise staff contact</li> </ul>	
	Lack of induction /briefing for staff and students	<ul style="list-style-type: none"> <li>All staff and students coming onto the premises will undertake a health and safety briefing. This will detail the controls measures and procedure in place around the school site</li> <li>Staff training refreshed regularly via briefing in house and via emails and inset days</li> </ul>	<ul style="list-style-type: none"> <li>Planned and phased health and safety briefing</li> <li>Staff training day on 1 &amp; 2</li> </ul>	SLT



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		<ul style="list-style-type: none"> <li>• Communication to staff, students and parents sent regularly on processes</li> <li>• Devised student risk assessment to be shared with all stakeholders – 02/09/2020</li> </ul>	<p>September to reassure staff of the safety protocols that have been put in place</p> <ul style="list-style-type: none"> <li>• Remote training day 9 November underlined significance of adhering to guidance and RA</li> <li>• Remote training day 27 November, detailed briefing to staff on PHE guidance and the significance of maintaining distance and adhering to the RA</li> <li>• To include sanctions around non-compliance and poor behaviour</li> </ul>	
<b>System of Control - Prevention</b>	Anyone developing symptoms during the Academy day are sent home - Student	<ul style="list-style-type: none"> <li>• SLT to be informed and to co-ordinate with facilities team to deep clean the room</li> <li>• Person to be issued with a face covering or asked to wear their own face covering, asked to take their own temperature (see protocol) and moved to</li> </ul>	<p><b>Mandatory instruction</b></p> <ul style="list-style-type: none"> <li>• If not possible, move them to an area that is at least 2m away</li> </ul>	<p>SLT, SWO, AHOY</p> <p>Facilities Team Cleaning Team</p>

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		<p>isolation room in the old Restaurant by member of designated team in full PPE:</p> <ul style="list-style-type: none"> <li>○ Student to sit in second room, staff supervision from the first door</li> <li>○ Parents contacted and advised to wait at main gate. They must not enter school grounds</li> <li>○ Designated person to escort pupil via kitchen exit out to main gate (when confirmed by reception that parent is waiting at gate)</li> <li>○ Student to be escorted by designated member, (in full PPE) and keeping a safe distance, out of school and to main gate where handed over to parent</li> <li>○ Parent to notify school of test results providing evidence before returning to school</li> <li>• Separate toilet made available for use</li> <li>• Cleaning and sanitising of “covid” toilet to be completed before use by anyone else</li> <li>• Any PPE worn during treatment of symptomatic individual must be: <ul style="list-style-type: none"> <li>○ Put it in a plastic rubbish bag and tie it when full</li> <li>○ Place the plastic bag in a second bin bag and tie it</li> <li>○ Put it in a suitable and secure place marked for storage for 72 hours</li> </ul> </li> </ul>	<p>from other people</p> <ul style="list-style-type: none"> <li>• PPE must be worn by anyone caring for the symptomatic person</li> <li>• Usual emergency practices (999 etc) continue to apply</li> <li>• Routine measurement of temperature is not recommended</li> <li>• School and parents must follow the MKC Coronavirus Information Flowchart (as signposted on MKA website)</li> <li>• From 02/10/2020 accompanying FAQs document to support flowchart provided</li> <li>• Storing for 72 hours saves</li> </ul>	
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			unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances	
	Anyone developing symptoms during the Academy day are sent home - Staff	<ul style="list-style-type: none"> <li>• Staff with symptoms to contact SLT and village lead immediately</li> <li>• SLT to notify Cover Co-ordinator</li> <li>• You must self-isolate immediately. Please leave the academy via the student reception and do not stop to talk to anyone on your way out. When outside, please call the absence line to advise that you are having to self-isolate, drive yourself home and seek a test. If you are teaching, please email Kath Garcia to advise that you need relieving. Please mark your email as urgent and a colleague will take over your group to allow you to leave site</li> <li>• Staff members provided with MKC Coronavirus Information Flowchart</li> <li>• MKA to refer employee to the Essential Workers Testing Scheme</li> <li>• Staff member to notify school of test results providing evidence before returning to work</li> <li>• Cover to be provided for class (if member of staff is teaching)</li> <li>• Class to be escorted to contingency space to allow for deep clean of area</li> </ul>	<p>SLT and designated staff with PPE (SWO / AHOY)</p> <p>SLT to co-ordinate with Cover Co-ordinator and Facilities</p> <p><b>Mandatory instruction</b></p> <ul style="list-style-type: none"> <li>• If not possible, move them to an area that is at least 2m away from other people</li> <li>• PPE must be worn by anyone caring for the symptomatic person</li> </ul>	<p>SLT, SWO, AHOY</p> <p>Facilities Team Cleaning Team</p>

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		<ul style="list-style-type: none"> <li>• SLT to contact facilities team for deep clean to take place</li> <li>• Any PPE worn during treatment of symptomatic individual must be:             <ul style="list-style-type: none"> <li>○ Put it in a plastic rubbish bag and tie it when full</li> <li>○ Place the plastic bag in a second bin bag and tie it</li> <li>○ Put it in a suitable and secure place marked for storage for 72 hours</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Usual emergency practices (999 etc) continue to apply</li> <li>• Routine measurement of temperature is not recommended</li> <li>• School and parents must follow the MKC Coronavirus Information Flowchart (as signposted on MKA website)</li> <li>• From 02/10/2020 accompanying FAQs document to support flowchart provided</li> <li>• MKA signed up to the Government Essential Workers Testing Scheme</li> </ul> <p>Storing for 72 hours saves unnecessary waste movements</p>	
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			<p>and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances</p> <p>See MKC Flowcharts and accompanying FAQs document (KRD 21 Above)</p>	
	<p>Mass testing to reduce asymptomatic staff and student numbers</p>	<ul style="list-style-type: none"> <li>• The academy will introduce mass lateral flow testing of staff and students. Testing is important because staff, students and pupils without symptoms could be carrying the virus and may spread it to others. Testing staff and students will support the academy to operate as safely as possible</li> <li>• New, simple and quick tests, known as Lateral Flow Device (LFD) tests, enable us to rapidly test pupils, students and staff, without the need for a laboratory. The academy will be provided with these test kits to conduct the testing</li> <li>• We will keep schools and communities safer by working together to: <ul style="list-style-type: none"> <li>○ Test as many students on their return to school for the spring term as possible. This means two LFDs tests three to five days apart</li> <li>○ Carry out twice weekly testing of staff</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A separate risk assessment for the testing procedures will be issued</li> </ul>	

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<p><b>System of Control - Prevention</b></p>	<p>Use of face coverings</p>	<ul style="list-style-type: none"> <li>• As of Monday 5 October, face coverings will be mandatory in areas where it is difficult to social distance: corridors and communal areas</li> <li>• Face coverings should not be used in the classroom as DfE Guidance states (28 August): “Face coverings would have a negative impact on teaching and their use in the classroom should be avoided”</li> <li>• Students and staff should bring in their own face coverings. The Academy will hold a contingency supply in the event of a face covering becoming unusable or if a person has forgotten to bring face covering in</li> <li>• Reusable face coverings must be placed in a sealed plastic bag when not in use</li> <li>• Disposable face coverings must be placed in a bin</li> <li>• Safe wearing of face coverings requires cleaning of hands before and after touching the face covering and when removing or putting the face covering on</li> <li>• Face covering should not be touched whilst wearing or removing them</li> <li>• As of 23/11/2020 Face coverings are mandatory in work rooms</li> <li>• Week commencing 23/11 2020 TAs wearing visors when working with students</li> </ul>	<ul style="list-style-type: none"> <li>• Whilst the Academy is following DfE guidance and not encouraging the use of face coverings in the classroom, if you feel you need to wear a face covering, talk to your line manager in the first instance</li> <li>• Effective 05/11/2020 this is now mandatory as advised by DfE</li> </ul>	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>
<p><b>System of Control - Prevention</b></p>	<p>Clean hands thoroughly more often than usual</p>	<ul style="list-style-type: none"> <li>• Pupils must clean their hands regularly, including             <ul style="list-style-type: none"> <li>○ When they arrive at the Academy</li> <li>○ When they return from breaks</li> <li>○ When they change rooms</li> <li>○ Before and after eating</li> </ul> </li> <li>• This can be done with soap and running water or hand sanitiser</li> </ul>	<p><b>Mandatory instruction</b></p> <ul style="list-style-type: none"> <li>• Wall mounted hand sanitisers and mobile hand washing units in place</li> </ul>	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>

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			<ul style="list-style-type: none"> <li>• Additional supplies to be installed outside each teaching space</li> <li>• Supervision of students with complex needs to avoid ingestion</li> <li>• Students advised to bring their own personal hand sanitiser</li> </ul>	
<b>System of Control - Prevention</b>	Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach	<ul style="list-style-type: none"> <li>• Sufficient tissues and bins are available in the Academy</li> <li>• All rooms have a bin for tissues</li> <li>• Hand sanitiser is available for cleaning hands after use of tissues</li> </ul>	<b>Mandatory instruction</b> <ul style="list-style-type: none"> <li>• Support for students with complex needs</li> </ul>	All staff, students and other visitors  Cleaning teams
<b>System of Control - Prevention</b>	Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	<ul style="list-style-type: none"> <li>• More frequent cleaning of rooms and areas</li> <li>• More frequent cleaning of frequently touched surfaces</li> <li>• Regular cleaning of toilets</li> <li>• Encouragement to wash hands after using toilet</li> <li>• Avoid sharing food brought in from home and using shared crockery and utensils. Wash hands before using any shared kitchen appliances i.e. Kettle / Fridge</li> </ul>	<b>Mandatory instruction</b> <ul style="list-style-type: none"> <li>• Different groups do not need to be allocated their own toilet blocks.</li> <li>• PHE will publish revised cleaning guidance to supplement Gov Guidance (4, above)</li> </ul>	All staff, students and other visitors  Cleaning teams

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<p><b>System of Control - Prevention</b></p>	<p>Minimise contact between individuals and maintain social distancing wherever possible - general</p>	<p>Reduce number of contacts between children and staff through:</p> <ul style="list-style-type: none"> <li>○ The use of bubbles</li> <li>○ Maintaining distance between individuals</li> <li>○ Bubble grouping must be consistent, limiting the number of pupils and staff in contact with each other</li> <li>○ Bubbles do not mix</li> <li>○ Bubbles likely to be the size of a year group</li> <li>○ Staff to keep 2m distance from pupils and other staff</li> <li>○ Staggered start and end of day to reduce student numbers and maximise distancing</li> <li>○ Utilise all entrances/exits</li> <li>○ Restrict use of lift to one person at a time or one (medical needs only) student plus buddy</li> <li>○ Guidance issued to staff on use of workroom (limited to two at a time)</li> </ul>	<p><b>Mandatory consideration</b></p> <ul style="list-style-type: none"> <li>● Where possible limit interaction, sharing of rooms and social spaces</li> <li>● Max 2 per workroom at 2m distance</li> <li>● If 2m distance cannot be maintained in office, max 1 person at a time</li> <li>● Signage to enforce safe working practice in workrooms</li> <li>● Pop-up staffroom set up to ease burden on workroom at breaktimes</li> <li>● Siblings may be in different groups</li> <li>● All teachers and other staff can operate across different classes and year groups to facilitate timetable</li> </ul>	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>
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			<ul style="list-style-type: none"> <li>• 2m distance is not just to prevent infection; it will also prevent total bubble lock down in the event of a positive Covid-19 result in the bubble and the loss of numbers of staff to self-isolation</li> </ul>	
<b>System of Control - Prevention</b>	Minimise contact between individuals and maintain social distancing wherever possible – within the classroom	<ul style="list-style-type: none"> <li>• Adults to remain 2m away from each other and children</li> <li>• Clear demarcation of spaces to reflect teaching zones and to aid the 2m compliance</li> <li>• Adults to avoid close face-to-face contact</li> <li>• Adults to minimise time to no more than 15mins spent within 2m of anyone</li> <li>• Children to be supported to maintain distance, not touch staff or their peers</li> <li>• Use smaller “bubbles” for students who cannot maintain distancing</li> <li>• Pupils sat side by side, facing forwards in all rooms</li> <li>• Remove unnecessary furniture to make more space to support distancing</li> <li>• Ensure that all classrooms and workspaces are left clean and tidy to mitigate risk of contamination</li> </ul>	<p><b>Mandatory consideration</b></p> <ul style="list-style-type: none"> <li>• 2m distance is not just to prevent infection; it will also prevent total bubble lock down in the event of a positive Covid-19 result in the bubble and the loss of numbers of staff to self-isolation</li> <li>• Staff to maintain seating plans and registers</li> </ul>	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>

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			<ul style="list-style-type: none"> <li>Smaller bubbles as a contingent if we have students who cannot manage in the large groups (SEND)</li> </ul>	
<b>System of Control - Prevention</b>	Minimise contact between individuals and maintain social distancing wherever possible – elsewhere	<ul style="list-style-type: none"> <li>“Bubbles” to be kept apart – no large gatherings with other groups</li> <li>Movement around site kept to a minimum</li> <li>Stagger breaks and lunchtimes</li> <li>Allow time for cleaning between groups</li> <li>Plan shared staff spaces to help staff distance from each other</li> <li>W/c 12/10/2020 staff encouraged to hold all meetings remotely where possible</li> </ul>	<b>Mandatory consideration</b> <ul style="list-style-type: none"> <li>Passing briefly in the corridor is low risk</li> <li>Use of staff room should be minimised</li> <li>Staff must have a break of a reasonable length during the day</li> </ul>	All staff, students and other visitors  Cleaning teams
<b>System of Control - Prevention</b>	Minimise contact between individuals and maintain social distancing wherever possible – arriving at and leaving school	<ul style="list-style-type: none"> <li>Staggered start and finish times to keep groups apart</li> <li>Gathering at school gates is not allowed</li> <li>No parents are to “walk on” to site to collect students</li> </ul>		All staff, students
<b>System of Control - Prevention</b>	Where necessary, wear appropriate personal	<ul style="list-style-type: none"> <li>PPE is only needed in a very small number of cases: <ul style="list-style-type: none"> <li>Where an individual child becomes ill with coronavirus symptoms at the Academy, and</li> </ul> </li> </ul>	<b>Specific instruction</b> <ul style="list-style-type: none"> <li>Student Welfare Officer to compile list of</li> </ul>	All staff, students and other visitors  Cleaning teams

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	protective equipment (PPE)	<p>only then if a distance of 2m cannot be maintained</p> <ul style="list-style-type: none"> <li>○ Where a child has routine intimate care needs that involves the use of PPE</li> </ul>	<p>any student who requires intimate care</p> <ul style="list-style-type: none"> <li>• Student Welfare Officer to wear full PPE when dealing with students</li> <li>• AHOYs to wear face covering when in close proximity to students</li> <li>• SEND staff to wear face covering when in close proximity to students</li> </ul>	
<b>System of Control – Response to any infection</b>	Engage with the NHS Test and Trace process	<ul style="list-style-type: none"> <li>• Understand the NHS Test and Trace process and how to contact</li> <li>• w/c 21<sup>st</sup> Sept, new Track and Trace App available and shared with parents and staff</li> <li>• Staff and parents must be ready and willing to <ul style="list-style-type: none"> <li>○ Book a test</li> <li>○ Provide details of anyone they have had contact with, if positive</li> <li>○ Self-isolate if they have been in close contact with someone who develops symptoms or tests positive</li> </ul> </li> <li>• Contact local PHE/LA via DFE Helpline on 0800 0468687 and select option to report a positive case (6, KRD above) as necessary</li> </ul>	<p><b>Mandatory instruction</b></p> <ul style="list-style-type: none"> <li>• Ask parents and staff to inform immediately when test results become available</li> <li>• Parents and students aged 16 and over are strongly recommended to download the app</li> </ul>	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>

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<p><b>System of Control – Response to any infection</b></p>	<p>Manage confirmed cases of coronavirus amongst the school community</p>	<p>Positive test results in immediate action to:</p> <ul style="list-style-type: none"> <li>○ Contact local PHE/LA via DFE Helpline on 0800 0468687 and select option to report a positive case (6, KRD above)</li> <li>○ Support and engage with PHE “rapid risk assessment”</li> <li>○ Record of “close contact” must be kept</li> <li>○ All self-isolating students are shared with staff on a daily basis, indicating anticipated return date and to support the provision of remote learning</li> </ul> <ul style="list-style-type: none"> <li>● Parent to contact the school on <a href="mailto:covidalert@miltonkeynesacademy.org.uk">covidalert@miltonkeynesacademy.org.uk</a></li> <li>● During October half term, parents signposted to the above email via the website and by text</li> <li>● Track and Trace arrangements over the Christmas holidays will be in line with DfE guidance. This will be signposted to staff and parents on 14/12/2020 via letter. Parents will also be reminded not to send symptomatic children to school. End of term brought forward as per DfE guidance. Therefore Friday 18 December is now designated as a training day</li> <li>● Whilst school will not be open over February half term, contact tracing will still be required for students and staff who have been attending</li> </ul>	<p><b>Mandatory instruction</b></p> <ul style="list-style-type: none"> <li>● Close contact with an infected person defined as: <ul style="list-style-type: none"> <li>○ Face to face, less than 1m, for any time (including being coughed on, face to face conversation or skin-to-skin contact)</li> <li>○ Proximity contacts – extended close contact within 1-2m for more than 15 mins</li> <li>○ Travelling in a small vehicle (e.g. car)</li> </ul> </li> <li>● Evidence of negative tests are requested voluntarily and recorded</li> </ul>	<p>H&amp;S, SLT</p>
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			<ul style="list-style-type: none"> <li>If the test negative, person can return once illness has passed, unless someone in the household identified as a close contact, then they will need to self-isolate for 10 days</li> </ul>	
<p><b>System of Control – Response to any infection</b></p>	<p>Contain any outbreak by following local health protection team advice</p>	<ul style="list-style-type: none"> <li>Maintain seating plans and registers</li> <li>Adults maintain 2m distancing</li> <li>PHE/Local health protection team will advise as necessary</li> <li>SLT following clear protocols working in conjunction with Local PHE to manage confirmed cases</li> <li>Principal also collaborating with MKSH to share local intelligence</li> </ul>	<p><b>Mandatory instruction</b></p> <ul style="list-style-type: none"> <li>Two or more confirmed cases in 14 days <i>may</i> be an outbreak</li> <li>In the event of a confirmed case PHE/HPT will request seating plans and registers to decide who will have to self-isolate</li> <li>Adults maintaining 2m distancing reduces the need for self-isolation of staff</li> </ul>	<p>H&amp;S, SLT</p>

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			who have been teaching the confirmed case	
<b>School Operations</b>	Safeguarding and protection of Vulnerable and Keyworker students during lockdown	<p>For the week commencing 4 January 2021 vulnerable and keyworker students will be invited to attend the school.</p> <ul style="list-style-type: none"> <li>• They will maintain year group bubbles with smaller group sizes</li> <li>• The front row of every classroom will be kept free to maintain social distancing</li> <li>• All normal covid-19 controls still apply</li> <li>• Students will be reminded of the importance of hygiene and social distancing in light of the faster transmitting new variant</li> </ul> <p>Remember 'Hands. Face. Space' still applies:</p> <ul style="list-style-type: none"> <li>• hands – wash your hands regularly and for at least 20 seconds</li> <li>• face – wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet</li> <li>• space – stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings)</li> <li>• All normal covid-19 controls apply.</li> </ul>	•	
<b>School Operations</b>	Transport – dedicated school transport - minibus	<ul style="list-style-type: none"> <li>• Seating in bubble groups</li> <li>• Use of hand sanitiser upon boarding and disembarking</li> <li>• Additional cleaning of vehicles</li> <li>• Cleaning kit to be provided for wipe down after use</li> <li>• Organised queueing</li> <li>• Distancing within vehicles where possible</li> </ul>	<ul style="list-style-type: none"> <li>• Dedicated school transport only carries school pupils.</li> <li>• Social distancing principles do not apply to</li> </ul>	

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		<ul style="list-style-type: none"> <li>The use of face coverings for children over 11 where appropriate. Student is responsible for bringing face covering and cannot use minibus if they do not have a face covering</li> <li>Face coverings provided for staff</li> </ul>	<p>dedicated school transport.</p> <ul style="list-style-type: none"> <li>DfE to publish further guidance to LAs on dedicated school transport</li> <li>May require LAs to provide additional dedicated school transport to reduce pressure on public transport services</li> </ul>	
<b>School Operations</b>	Transport – wider public transport	<ul style="list-style-type: none"> <li>Use by pupils to be kept to absolute minimum</li> <li>Stagger start times to avoid peak hours</li> <li>Encourage walking, cycling</li> <li>Refer parents to safer travel guidance (8, KRD above)</li> </ul>	<ul style="list-style-type: none"> <li>LAs asked to consider alternate arrangements, including more dedicated school transport</li> </ul>	All students
<b>School Operations</b>	Poor Attendance	<ul style="list-style-type: none"> <li>Expectations for attendance aligned with statutory guidance</li> <li>Clear safeguarding protocols established to escalate concerns</li> <li>Attendance information leaflet sent to all students</li> </ul>	<ul style="list-style-type: none"> <li>Support MKC in promoting the use of face coverings on school transport and help them to resolve any issues of non-compliance where appropriate</li> </ul>	JDN

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<p><b>School Operations</b></p>	<p>School Workforce - general</p>	<ul style="list-style-type: none"> <li>• Staff identified as extremely clinically vulnerable and clinically vulnerable are to “take particular care” but can attend the workplace (updated guidance issued 04/11/2020 which states that CEV staff should work at home during the second lockdown)</li> <li>• People who live with those identified above can attend the workplace</li> <li>• Flexible deployment of those identified above should be implemented, including remote working and opportunities that allow social distancing</li> <li>• Ensure that employee is reassured about measures in place within the academy including invited in for tours and meetings during closure to students</li> <li>• Individual Risk Assessments will be carried out/or reviewed</li> <li>• BAME- following guidance for vulnerable groups</li> <li>• BMI 30+ - following guidance for vulnerable groups</li> <li>• Ensure that employee is reassured about measures in place within the academy</li> <li>• Equality Impact Assessment has been undertaken</li> <li>• Individual Risk Assessments have been carried out. To be amended as necessary</li> <li>• 1:1 RA to establish any concerns or anxieties that may prevent employee from coming into school</li> <li>• As of 14.12.2020, partial closure of academy to ensure the staff to student ratio in school is legal, safe and effective due to a large number of staff having to self-isolate due to positive coronavirus tests, or due to the national Track and Trace service instruction. Years 8 and 9 to work remotely from home</li> </ul>	<ul style="list-style-type: none"> <li>• Expectation that most staff will attend school</li> <li>• Pregnant staff are identified as “clinically vulnerable”</li> <li>• Schools to accommodate additional measures where appropriate to reflect staff who may otherwise be at risk (9, KRD above)</li> <li>• Schools have a legal obligation to protect employees and others and should consider how to meet equalities duties in the usual way</li> </ul>	<p>SLT, Line Managers, HR</p>
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<b>School Operations</b>	Supporting Staff	<ul style="list-style-type: none"> <li>• Regard for work-life balance and well-being of all staff</li> <li>• Measures explained to all staff</li> <li>• Duty of care to staff mental health must be supported. (10, 11 KRD above)</li> <li>• Staff have access to the EAP</li> <li>• Continuation of well-being programme</li> </ul>	<ul style="list-style-type: none"> <li>• Regular contact from Line Managers</li> <li>• Anxious staff invited in during the holiday to reassure that the academy is set up for social distancing</li> <li>• Additional training day with tours provided</li> </ul>	SLT, Line Managers, HR
<b>School Operations</b>	Staff Well-being	<ul style="list-style-type: none"> <li>• To prevent winter spikes staff need to keep well and avoid flu and colds</li> <li>• Encourage flu vaccinations (Staff advised on 06/10/2020 to obtain a free flu vaccination if eligible and if not, the Academy will reimburse the cost)</li> <li>• Drink 2l water a day</li> <li>• Ensure daily dose of vitamins D and C</li> <li>• Exercise</li> </ul>	<ul style="list-style-type: none"> <li>• Promote a healthy lifestyle</li> </ul>	
<b>School Operations</b>	Staff deployment	<ul style="list-style-type: none"> <li>• Changes to roles and responsibilities may be necessary</li> <li>• Avoid unnecessary workload</li> <li>• Ensure appropriate support is available for SEND students</li> <li>• Recruitment continues as usual</li> <li>• Engage supply teachers as usual</li> <li>• All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This includes cover. Where staff need to move between class and year groups, they should try to keep 2m</li> </ul>	<ul style="list-style-type: none"> <li>• Use school workload reduction toolkit (12, KRD above) and case studies (13, KRD above) to support actions taken.</li> <li>• Staff taking holidays abroad need to be available for</li> </ul>	SLT, Line Managers, HR

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		<p>distance from students and adopt Hands, Space Face guidance</p> <ul style="list-style-type: none"> <li>• Training for ITTs can continue as normal</li> </ul>	<p>work from the start of the Autumn term (see 14, KRD above)</p>	
<b>School Operations</b>	Safeguarding	<ul style="list-style-type: none"> <li>• CP policy revised and reviewed to reflect return of more pupils</li> <li>• DSLs and deputies fully trained Fri 28 Aug</li> </ul>		DSL, SLT
<b>School Operations</b>	Catering	<ul style="list-style-type: none"> <li>• Kitchens to be fully open from start of autumn term to provide grab bags for FSM students</li> <li>• Grab bags in place for first half term to ease congestion in the Restaurant and to assist in the maintaining of social distancing</li> <li>• Catering staff working in main hall to be issued with Visor or wear their own mask</li> <li>• Catering staff currently on rotation to maintain social distancing with the kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance to guidance required (15, KRD above)</li> <li>• Additional venue – main hall</li> <li>• Grab and go offer to begin with to accommodate bubbles</li> <li>• Commencement of hot food service from 14/09/2020</li> <li>• FSM provision will be available for self-isolating students, as required</li> </ul>	Head Chef /SLT/SSS
<b>School Operations</b>	Estates	<ul style="list-style-type: none"> <li>• No significant adaptations needed</li> <li>• No additional off-site provision needed</li> <li>• Pre-term checklists to be undertaken as normal</li> <li>• Open classroom windows to improve ventilation</li> </ul>	<ul style="list-style-type: none"> <li>• Legionella guidance (16, KRD above)</li> <li>• Reoccupying buildings</li> </ul>	SSS

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			<p>guidance (17, KRD above)</p> <ul style="list-style-type: none"> <li>• Ventilation guidance (18, above)</li> </ul>	
<b>School Operations</b>	Educational Visits	<ul style="list-style-type: none"> <li>• If and when visits resume: <ul style="list-style-type: none"> <li>○ Check protocols of venue for Covid-19 are adequate and relevant to receiving visits from schools</li> <li>○ Risks assessment protocol for trips will resume</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Can resume non-overnight domestic visits, in line with existing guidance</li> </ul>	CRD
<b>School Operations</b>	Uniform	<ul style="list-style-type: none"> <li>• Advise students on general hygiene and the importance of washing clothes regularly</li> <li>• Staff and students encouraged to wear warm clothes in the winter months to compensate open window ventilation</li> </ul>	<ul style="list-style-type: none"> <li>• Uniforms do not need to be cleaned more often than usual. However, it is advised to wash regularly</li> </ul>	All staff, students
<b>School Operations</b>	Break and Lunchtime Provision	<ul style="list-style-type: none"> <li>• Staggered breaks and lunches</li> <li>• W/c 21 Sept use of ballcourts permitted for students</li> <li>• Provision of sanitiser and cleaning materials to ensure good hygiene</li> <li>• No spectators within the ball court and clear protocols in place</li> </ul>	<ul style="list-style-type: none"> <li>• Arrangements will be monitored</li> </ul>	JDN and Facilities
<b>School Operations</b>	Extra-curricular provision	<ul style="list-style-type: none"> <li>• Planning in line with Protective measures advice (19, KRD above)</li> <li>• Preliminary plans are in place to run year 11 revision and a KS3 homework club from 17 Sept subject to adequate RA</li> <li>• W/c 12 October Year 11 revision sessions to commence</li> </ul>	<ul style="list-style-type: none"> <li>• Initially breakfast to be provided in classrooms for vulnerable students in place of early morning Breakfast Club</li> </ul>	SLT

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			<ul style="list-style-type: none"> <li>CCF will be resuming from w/c 21/09/2020</li> </ul>	
<b>School operations</b>	Breakfast Club	<ul style="list-style-type: none"> <li>As of 28/01/2021 Breakfast Club will commence for VK students at 8.30am</li> <li>Venues to be used will be Restaurant and Main Hall</li> <li>Clear demarcation of year group area zones to maintain the integrity of the bubbles</li> <li>Arrangements to be reviewed and refined next week and as needed thereafter</li> <li>Clear management protocols to be observed</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of supervisory staff, identified and briefed</li> </ul>	JDN/SDN/CRD/SSS/RAN
<b>Curriculum, behaviour and pastoral support</b>	Physical activity	<ul style="list-style-type: none"> <li>Initially practical subjects will not take place to embed routines and newly adapted timetable.</li> <li>From w/c 17 Sept, the following will be applied; <ul style="list-style-type: none"> <li>Remain in consistent groups</li> <li>Thorough cleaning of equipment between each use by different individual groups</li> <li>Avoid contact sports</li> <li>Prioritise outdoor sports – use large indoor spaces where not possible</li> <li>Use external facilities if this supports distancing, cleaning and hygiene</li> <li>Changing rooms are to be reviewed</li> </ul> </li> <li>From w/c 21 Sept, the following will be applied; <ul style="list-style-type: none"> <li>Year 8 to commence outdoor PE sessions</li> </ul> </li> <li>From w/c 12 October PE will be rolled out to further year groups</li> <li>From w/c 18 January fitness sessions will be offered to VK school</li> <li>Updated guidance from DfE related to physical activities underlines the importance of adherence to national governing bodies</li> </ul>	<ul style="list-style-type: none"> <li>Guidance (20, KRD above)</li> </ul> <p>See PE Risk Assessment</p>	PE Team
<b>School Operations</b>	Visitors to reception	<ul style="list-style-type: none"> <li>Designated visitor entry only to be used</li> </ul>	<ul style="list-style-type: none"> <li>Visitor information to be</li> </ul>	Admin Team

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		<ul style="list-style-type: none"> <li>• Protocol for visitors shared with all staff via email 24/08/2020. Updated on 11/09/2020, again on 06/10/2020 and then on 10/11/2020</li> <li>• Visitors by appointment only. Only essential visitors to be given access</li> <li>• Maintain distancing. Staff to sit at desks away from reception desk to maintain distancing from visitors</li> <li>• Clear screen to be put on reception desk</li> <li>• Receptionist to wear a visor until screen is in place</li> <li>• Sanitiser available on entry</li> <li>• Receptionist to sign in visitors on InVentry system to avoid excessive wiping of screen</li> <li>• Cleaning wipes for InVentry screen – use before signing in</li> <li>• Parents requesting meetings must do so by telephone or by an online platform and are to confirm contact number for later telephone contact</li> <li>• Read and apply CET HO guidance</li> </ul>	<p>provided to Admin team in advance</p> <ul style="list-style-type: none"> <li>• Supporting risk assessment for visitors on site for an extended period of time</li> <li>• Each visit is individually risk assessed (including onsite interviews)</li> </ul>	
<b>School Operations</b>	Movement around designated areas of the site	<ul style="list-style-type: none"> <li>• Groups remain in one room throughout; teachers rotate around rooms</li> <li>• Classes remain in room except for breaks</li> <li>• All movement around site is supervised</li> <li>• One-way system applied to Restaurant</li> </ul>	<ul style="list-style-type: none"> <li>• SLT to be based in villages to aid with calm and consistent behaviour in the villages</li> </ul>	All staff/SLT
<b>School Operations</b>	Ventilation	<ul style="list-style-type: none"> <li>• All spaces should be well ventilated using natural ventilation (open windows) or ventilation units</li> <li>• Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off</li> <li>• All systems to remain energised in normal operating mode</li> <li>• Where possible, occupied room windows should be open, and doors should be left open (as long</li> </ul>	<ul style="list-style-type: none"> <li>• The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh</li> </ul>	<p>Facilities</p> <p>SSS to provide time frame for completion</p>

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		<p>as they are not fire doors and where safe to do so)</p> <ul style="list-style-type: none"> <li>• Ventilation to chemical stores should remain operational</li> <li>• Good ventilation is essential at all times in classrooms and particularly during this period. Schools should ensure all systems are working in their normal operating mode</li> <li>• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> </ul>	<p>air and ventilation</p> <ul style="list-style-type: none"> <li>• Use fresh air circulation rather than recirculation</li> <li>• Ventilation systems in closed rooms in each village to be repaired</li> </ul>	
<b>School Operations</b>	Use of welfare facilities	<ul style="list-style-type: none"> <li>• Only regulated toilet access during lesson times (unless prescribed medical need in place)</li> <li>• Medical need students to be escorted by member of staff</li> <li>• Toilets cleaned after break, lunch and at EOD</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance suggests that bubbles do not need to be allocated specific toilet facilities</li> </ul>	Welfare officer/ pastoral team
<b>School Operations</b>	Biometric readers	<ul style="list-style-type: none"> <li>• To be reviewed once meal provision starts</li> <li>• Kitchen staff to clean after each use</li> <li>• Students to sanitise hands on entry to Restaurant</li> </ul>	<ul style="list-style-type: none"> <li>• Initially only FSM students will be issued with a meal</li> </ul>	SLT/SSS/DTR
<b>School Operations</b>	Reval machines	<ul style="list-style-type: none"> <li>• Communication home to reinforce preference of using ParentPay online system</li> <li>• Enrolment of new Year 7 to ParentPay and Biometrics to be carefully and deliberately delivered</li> </ul>	<ul style="list-style-type: none"> <li>• Need to liaise with Y7 Induction Programme team re biometric enrolment</li> <li>• DTR to check account activation on ParentPay</li> </ul>	SSS/DTR/SLT
<b>School Operations</b>	Use and management of classrooms	<ul style="list-style-type: none"> <li>• Regular “non covid” RA checklists to be in place</li> <li>• Desks in rows, students facing front</li> <li>• Seating plans to be maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Close contact form to be maintained</li> </ul>	Staff, facilities

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		<ul style="list-style-type: none"> <li>Registers to be taken in a timely fashion</li> <li>Teachers operate at front of class only</li> <li>No face coverings to be worn inside the classroom (exceptional cases to be reviewed by the Principal)</li> </ul>		
<b>School Operations</b>	Use of ICT classrooms	<ul style="list-style-type: none"> <li>ICT room for each bubble</li> <li>Students to wipe down keyboards, mouse and station before and after use</li> <li>Each teacher provided with sanitiser and wipes</li> <li>Where a teacher needs to be in closer proximity of 2m, they must assist fleetingly</li> <li>Staff can wear their own face covering if they choose (preferably transparent). The academy will provide a visor</li> </ul>	<ul style="list-style-type: none"> <li>ICT room allocated to each bubble</li> <li>Wipes available to wipe down keyboards</li> <li>Sanitiser to be used before entry to ICT room</li> <li>Students not to lean over benches</li> <li>Perspex screens to be installed between student forward facing benches</li> </ul>	ICT Staff, facilities
<b>School Operations</b>	Use of PA Rooms	<ul style="list-style-type: none"> <li>Singing and playing of wind instruments can take place in a large ventilated room or outside</li> <li>No sharing of wood wind instruments</li> <li>All instruments to be wiped down between uses</li> <li>Singing to take place back to back or outside</li> <li>Drama and dance can take place where social distancing can be observed - outside or an area big enough to accommodate the students and where shouting can be avoided</li> <li>W/C 21 Sept PA lessons to resume in KS4</li> <li>Performing Arts to resume for VK group w/c 08/02/2021</li> </ul>	See PA Risk Assessment	SDY, Staff, students

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<b>School Operations</b>	Peripatetic Lessons	<ul style="list-style-type: none"> <li>• Peripatetic teachers can come into schools, subject to risk assessments</li> <li>• Maintain social distancing with each group they teach</li> <li>• Avoid situations where distancing requirements are broken such as demonstrating instrument techniques</li> <li>• Restrict locations used to one room</li> <li>• Further to an induction, peripatetic music staff will resume lessons W/c 21 Sept</li> </ul>	<ul style="list-style-type: none"> <li>• Consider use of live streamed lessons</li> </ul> <p>See peripatetic Risk Assessment</p>	SDY, Music Tutors, students
<b>School Operations</b>	Management of Science, Art and Design Practical	<ul style="list-style-type: none"> <li>• Science - Lessons to be classroom based where possible with recorded demonstrations</li> <li>• W/c 14/09/2020 KS5 practical Science lessons to resume</li> <li>• W/c 28/09/2020 Yr10 practical lessons to resume; students to be escorted to and from lab by teacher</li> <li>• Art and Design - KS3 lessons to be classroom based to relieve pressure of cleaning. KS4 phased return to use of practical rooms is under consideration and will be updated</li> <li>• W/c 05/10/2020 KS4 practical Art and Textiles lessons to resume</li> <li>• W/c 01/02/2021 Science Practical lessons to resume for VK school</li> </ul>	<ul style="list-style-type: none"> <li>• Use of practical rooms: form to be filled in a week in advance detailing date and period that practical room needed. This can then be given to facilities so that cleaning staff know that they will need to go in and clean after use. It will also allow staff to manage the use of practical areas and schedule use to ensure ample time for cleaning</li> </ul>	Science/A&D teams, facilities



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<b>School Operations</b>	Library	<ul style="list-style-type: none"> <li>W/c 05/10/2020 Y7 to commence English library sessions</li> </ul>	<ul style="list-style-type: none"> <li>Refer to library RA</li> </ul>	JHS, LRN
<b>School Operations</b>	Finance Team	<ul style="list-style-type: none"> <li>Staff to contact finance team via email or phone, do not go to the office</li> <li>Appointments by arrangement only</li> <li>Due to small area, screen partition to segregate staff in finance office</li> </ul>		MHN
<b>DSE</b>		<ul style="list-style-type: none"> <li>Staff training on DSE in Smartlog</li> <li>Home working Risk assessment completed by all staff in March 2020.</li> <li>Staff with issues to be reviewed</li> </ul>		DTR/SSS/HR
<b>Emergency Processes</b>	Fire Evacuation	<ul style="list-style-type: none"> <li>Return fire procedures to original central processes</li> <li>Amendment to exit routes to avoid bubbles mixing</li> <li>Adjust assembly points to reflect in-school bubbles and introduce maximum social distancing at assembly point</li> </ul>	<ul style="list-style-type: none"> <li>Drills took place on 03 and 04 September</li> <li>Fire drill process will remain the same with regard to exits and year group bubbles. All students can muster on the astroturf.</li> <li>Village lead will act as firewarden for each village to ensure village is empty.</li> </ul>	H&S, facilities
<b>Emergency Processes</b>	Lockdown	<ul style="list-style-type: none"> <li>Lockdown process remains unchanged except that students are encouraged to sit back-to-back during lockdown</li> </ul>	<ul style="list-style-type: none"> <li>Drills to be completed ASAP for all year groups</li> </ul>	H&S, JDN

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<b>Emergency Processes</b>	First Aid Provision	<ul style="list-style-type: none"> <li>• Student Welfare Officer in post</li> <li>• First aider to go to student</li> <li>• List of first aiders posted throughout the building</li> <li>• PPE must be available for FA in line with First Aid Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• CP first responder for all periods</li> <li>• Triage system to be considered to add capacity to the system</li> </ul>	JDN, DRS
<b>Site</b>	Visiting Contractors on site	See guidance on Site Protocol		SSS, CLN
<b>Site</b>	Cleaning Regime	<ul style="list-style-type: none"> <li>• Cleaning contractors (reflecting the additional cleaner) to maintain current cleaning regimes, and enhance to include: <ul style="list-style-type: none"> <li>○ Deep cleaning each teaching room used at the end of each day (full sterilisation)</li> <li>○ Chlorine-clean all hard surfaces in circulation areas</li> <li>○ Cleaning toilet blocks at prescribed times (above)</li> <li>○ Cleaning Restaurant and Main Hall before, during and after breaks</li> <li>○ Admin and reception desks to be fully sanitised at the end of each day so that rota staff can use the following day</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Cleaner allocated to area of the school</li> <li>• On-going cleaning of touch points</li> <li>• Cleaner allocated to designated area</li> <li>• Additional day cleaner to provide additional capacity to clean classrooms and other areas between uses, where used by different bubbles</li> <li>• Shared rooms will be cleaned between use</li> <li>• Toilets in the Student</li> </ul>	SSS, CLN  SSS to confirm this arrangement with FSN and DT

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			<p>Entrance and Restaurant will be cleaned after every break and at frequent intervals during the day</p> <ul style="list-style-type: none"> <li>• Sign off sheets are completed by the cleaning staff during the day</li> </ul>	
<b>Site</b>	Cross-Bubble Working (IT and Site Teams)	<ul style="list-style-type: none"> <li>• Avoid operating in “bubble spaces” unless absolutely necessary</li> <li>• Additional PPE to be used by site/IT teams if working in “bubble spaces” is essential</li> <li>• No prolonged interaction with cleaning/kitchen staff</li> <li>• Cleaners to be informed of additional areas to clean depending on work being undertaken</li> </ul>	<ul style="list-style-type: none"> <li>• IT team to operate remotely where possible</li> <li>• Staff to contact IT via helpdesk and not to “visit” IT office unless requested by IT team</li> <li>• Site staff to complete tasks outside of 8.15am-3.30pm window where possible</li> <li>• PPE not necessary when transitioning through “bubble spaces”</li> </ul>	ICT technicians, staff
<b>Site</b>	On-site Contractors	<ul style="list-style-type: none"> <li>• Follow guidance from employers, including RA and PPE expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Utilise site team to support</li> </ul>	Facilities

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	(Cleaning team, catering team)	<ul style="list-style-type: none"> <li>Avoid prolonged interaction with MKA staff</li> </ul>	actions during the day where possible	
<b>Site</b>	Lettings	<ul style="list-style-type: none"> <li>No Lettings to be allowed, for any reason unless approval has been given by JS and SSS</li> <li>Lettees must only use area designated and must not use any other areas in the building</li> <li>Lettees to provide risk assessments for the activity and for Covid-19 prevention</li> <li>Additional cleaning will be required, this will require a discussion with lettee</li> </ul>	<ul style="list-style-type: none"> <li>In extremely urgent cases, approval can be discussed with JW</li> </ul>	Facilities

<b>Document Revisions</b>				
<b>Date</b>	<b>Version</b>	<b>By</b>	<b>Revision Details</b>	<b>Sign Off (Head)</b>
10/07/2020	V1	D Taylor	Discussed with DT and slight revisions made (23 <sup>rd</sup> July 2020)	F Seddon
29/07/2020	V2	D Taylor	Additions of BAME, BMI 30+, waste disposal following treatment of symptomatic individual, addition of performing arts section and staff wellbeing section on staying healthy to avoid flu and other infections, also reasons behind 2metre distancing	F Seddon
29/08/2020	V3	D Taylor	Addition of use of face coverings, amendments to lettings, Finance, Performing Arts and Peripatetic lessons, cleaning regimes, fire evacuation, First Aid, Biometrics, Visitors	F Seddon
02/09/2020	V3	D Taylor	Reviewed with DT and further finessed and some additions made	F Seddon
11/09/2020	V4	D Taylor	Amendment to Student and staff on site with symptoms, use of face coverings, ICT rooms, Catering and Reception	F Seddon
18/09/2020	V5	D Taylor	Addition of AfPE to KRd, vulnerable groups, staff and students developing symptoms protocol, evidence of test results for staff and students, Essential Worker Referral Scheme added, face coverings, hand sanitising, Test and Trace contact number update, update on FSM and hot meals, Extra-Curricular reboot, practical subjects update (PE, ICT, PA, Peripatetic, Science and A&D) update, First Aid provision, Technician cross bubble working	F Seddon

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25/09/2020	V6	D Taylor	Addition of use of ball courts at break and lunchtime, new Covid reporting email address for parents, new track and trace app, Yr10 Science practical lessons to resume, face coverings mandatory as of 05/10/2020	F Seddon
02/10/2020	V7	D Taylor	KS4 practical Art and Textiles lessons to resume, Y7 Library lessons to resume, MKC flowchart FAQs provided	F Seddon
08/10/2020	V8	D Taylor	Updates on visitor protocol, practical lessons and Period 7	F Seddon
16/10/2020	V9	D Taylor	Updates on visitors, updates on remote meetings, update on shared kitchen utensils and bringing food from home	F Seddon
23/10/2020	V10	D Taylor	Updates for symptomatic people, reporting cases during October half term, supporting MKC with face coverings on school transport and ventilation	F Seddon
13/11/2020	V11	D Taylor	Updated student numbers on roll, updated hyperlink for MKC Flowchart, updated guidance on Clinically Vulnerable staff, clear demarcation of spaces to reflect teaching zones, reference to updated guidance on face coverings, updated guidance on management of positive cases, updated information on ventilation and significance of adhering to guidance and RA	F Seddon
20/11/2020	V12	D Taylor	Updates on signage to enforce safe working practice in workrooms, Pop-up staffroom set up to ease burden on workroom at breaktimes and SEND staff to wear face coverings when in close contact with students	F Seddon
26/11/2020	V13	D Taylor	Updates to protocol for staff developing symptoms while on site, mandatory wearing of face coverings in work rooms, TAs issues with visors to be worn when working with students	F Seddon
04/12/2020	V14	D Taylor	Updates on ensuring that all classrooms and workspaces are left clean and tidy to mitigate risk of contamination, protocol for the taking of temperatures, CEV staff return to work following end of lockdown and a review of their individual RA, remote training day (27/11/20) messages	F Seddon
11/12/2020	V15	D Taylor	Updated guidance on Track and Trace over the Christmas holidays, parents reminded not to send in symptomatic children and end of term brought forward as per DfE guidance, amended self-isolation period to 10 days, partial closure of academy to years 8 & 9	F Seddon
04/01/2021	V16	D Taylor	Increased transmission of Covid-19 due to new Variant and introduction of national lockdown, Mass testing to reduce asymptomatic staff and student numbers, Safeguarding and protection of Vulnerable and Keyworker students during reopening of school during lockdown, cleaning regime of workstations	F Seddon

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			for admin and reception rota staff, update to CEV to recommence shielding, update to fire evacuation processes	
15/01/2021	V17	D Taylor	Following LA guidance, removed reference to daily serial testing of students as it is covered in the main testing RA, update on physical activity for VK school and review of home working risk assessments	F Seddon
22/01/2021	V18	D Taylor	Consolidation of protocols and breakfast arrangements for VK school to be revisited next Tuesday	F Seddon
27/01/2021	V19	D Taylor	Addition of implementation of breakfast club commencing 28/01/2021 and re-introduction of Science practical lessons for VK school from 01/02/2021	F Seddon
05/02/2021	V20	D Taylor	Updated to reflect twice weekly testing of staff (was weekly), adults to minimise time to no more than 15mins spent within 2m of anyone (was 1m), arrangements for contact tracing over half term, any onsite visitors are individually risk assessed (including onsite interviews and tours), Performing Arts to resume for VK group w/c 08/02/2021 and reference to updated guidance from DfE related to physical activities underlines the importance of adherence to national governing bodies	F Seddon
12/02/2021	V21	D Taylor	No notable changes made. February track and trace arrangements are in place for VK school and staff. Consideration being given to marginally increasing VK group numbers to accommodate more students (whilst still maintaining a clear front row)	F Seddon