

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

<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 2021.</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 published July 2021 which pro</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. Operational guidance September 2021 [14 July 2021]: <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 [23 June 2021]: <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) [15 July 2021] <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 [16 October 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) [20 April 2020]: <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 [19 July 2021]: <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 [12 July 2021] <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>	

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

- [protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19](#)
9. Research document: Covid-19: review of disparities in risks and outcomes [11 August 2020]:  
<https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>
  10. Press release: extra mental health support for pupils and teachers [10 June 2020]:  
<https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>
  11. Mental Health support website: <https://www.educationsupport.org.uk/>
  12. Gov. Guidance: School workload reduction toolkit [11 October 2019]:  
<https://www.gov.uk/guidance/school-workload-reduction-toolkit>
  13. Case studies: remote education practice for schools during coronavirus [3 December 2020]:  
<https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19>
  14. Gov. Guidance: how to self-isolate when you travel to the UK [19 July 2021]:  
<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>
  15. Gov. Guidance: for food businesses on coronavirus [21 May 2021]:  
<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>
  16. HSE: Legionella risks during the coronavirus outbreak: <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>
  17. CIBSE: Emerging from lockdown: <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>
  18. HSE: Air conditioning and ventilation during the coronavirus outbreak:  
<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>
  19. Gov. Advice: Protective measures for out-of-school settings during the coronavirus outbreak [14 July 2021] <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>
  20. Gov. Advice: the phased return of sport and recreation [18 July 2021]:  
<https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers>  
<https://www.afpe.org.uk/physical-education/dfe-guidance-on-the-full-opening-of-schools-in-september/>
  21. MKC Education Setting Flowchart
- Lunch and break times;
  - Welfare facilities;
  - Biometric readers;
  - Reval machines;
  - Identify use and management of classrooms;
  - Use of ICT equipment;
  - PE Lessons;
  - Science & D & T Practical's;
  - Fire Evacuation; Inadequate fire marshals';
  - First Aid;
  - Contractors on site;
  - Daily cleaning regime;
  - Cross-Bubble working (Site team, IT team)
  - Regular on-site contractors (Catering team, cleaning team)
  - Lettings

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

[https://content.govdelivery.com/attachments/UKMK/2021/03/04/file\\_attachments/1713524/21%2001%202020%20SYMPTOMATIC%20AND%20CONFIRMED%20CASES%20MKC%20Education%20Settings%](https://content.govdelivery.com/attachments/UKMK/2021/03/04/file_attachments/1713524/21%2001%202020%20SYMPTOMATIC%20AND%20CONFIRMED%20CASES%20MKC%20Education%20Settings%20)

22. Arriva Transport Information re face coverings July 2021:

<https://www.arrivabus.co.uk/help/coronavirus/coronavirus-faqs>

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

THE MILTON KEYNES ACADEMY  
 Risk Assessment – COVID-19 Return from September 2021



THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

Version: (must match version control at bottom of document)	V3		
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		
<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>	10.09.2021
		<b>Date of Review</b>	05.11.2021 or sooner as required



THE MILTON KEYNES ACADEMY  
 Risk Assessment – COVID-19 Return from September 2021



THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

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>• Household member close contacts do not need to self-isolate if:               <ul style="list-style-type: none"> <li>○ They are fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS</li> <li>○ They are under 18 years, 6 months old</li> <li>○ They are taking part or have taken part in a COVID-19 vaccine trial</li> <li>○ They are not able to get vaccinated for medical reasons</li> </ul> </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 Covid-19 symptoms which may include a change in taste and smell, a new persistent cough</p>	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

			or an increased temperature”	
	Vulnerable groups – affecting susceptibility to COVID 19 (Including BAME and BMI 30+)	<ul style="list-style-type: none"> <li>• Staff in vulnerable groups or who were shielded are no longer advised to shield 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> <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 and have been reviewed at regular intervals as and when things change</li> <li>• 1:1 RA to establish any concerns or anxieties that may prevent employee from coming into school</li> </ul>	<ul style="list-style-type: none"> <li>• Staff in this category are strongly recommended to wear face coverings in communal areas, corridors and whilst on duty</li> <li>•</li> </ul>	Line Manager (Support from KAG & DTR)
	Clinically Extremely Vulnerable (CEV) Staff	<ul style="list-style-type: none"> <li>• Staff who were shielded are no longer advised to shield but necessary precautions must be taken to ensure their safety</li> <li>• Individual Risk Assessments have been carried out and have been reviewed at regular intervals as and when things change</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• DHSC guidance encourages CEV people to take up the vaccination programme</li> <li>• Use LFD testing</li> <li>• Make a personal choice to social distance</li> <li>• Observe caution when mixing with others</li> <li>• Meet outside where possible</li> <li>• Use well ventilated indoor spaces</li> </ul>	KAG / Line Managers



THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

	Clinically Extremely Vulnerable (CEV) Students	<ul style="list-style-type: none"> <li>Students in the Clinically Extremely Vulnerable (CEV) group should attend school in all local restriction tiers unless specifically advised by GP or clinician not to attend</li> <li>Individual RA's will be reviewed and updated to support their return to school</li> </ul>	<ul style="list-style-type: none"> <li>Use LFD testing</li> <li>Make a personal choice to social distance</li> <li>Observe caution when mixing with others</li> <li></li> </ul>	SLT
	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 procedures in place around the school site</li> <li>Staff training refreshed regularly via briefing in house and via emails and inset days</li> <li>Communication to staff, students and parents sent regularly on processes</li> <li>Devised student risk assessment to be shared with all stakeholders</li> <li>Student induction planned for the w/c 30/08/2021 to underline H&amp;S protocols</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 September to reassure staff of the safety protocols that have been put in place</li> <li>To include sanctions around non-compliance and poor behaviour</li> <li></li> </ul>	SLT
<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 isolation room in the old Restaurant by member of designated team in full PPE:</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 from other people</li> </ul>	SLT, SWO, AHOY  Facilities Team Cleaning Team

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

		<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>	<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>● Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a</li> </ul>	
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THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

			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> <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> </ul> </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> <li>• Usual emergency practices (999 etc) continue to apply</li> </ul>	<p>SLT, SWO, AHOY</p> <p>Facilities Team Cleaning Team</p>

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

		<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <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>● MKA signed up to the Government Essential Workers Testing Scheme</li> </ul> <p>Storing for 72 hours saves unnecessary waste movements 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</p>	
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THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

			accompanying FAQs document (KRD 21 Above)	
	Mass testing to reduce asymptomatic staff and student numbers	<ul style="list-style-type: none"> <li>• All students consenting will have 2 orient Gene LFD tests 3-4 days apart at the start of the academic year. 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>• Lateral Flow Device (LFD) tests are simple and quick, and 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 Autumn term as possible. This means two LFDs tests three to five days apart</li> <li>○ Staff to carry out twice weekly testing with LFD home tests kits</li> </ul> </li> <li>• Staff and students to continue LFD testing twice weekly. It is essential to report results to the NHS site and to the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to separate RA for testing procedures</li> </ul> <p>Parental consent being sought w/c 19/07/2021 Parents comms to support home testing including the recording of results</p> <p>Parental and staff consent obtained</p>	
<b>System of Control - Prevention</b>	Vaccination Programme for Students	<ul style="list-style-type: none"> <li>• The NHS is rolling out a vaccination programme for 12 to 16 year olds</li> <li>• Parents have been notified for consent</li> <li>• Vaccination date is 22/10/2021</li> </ul>	<ul style="list-style-type: none"> <li>• The programme is lead by the NHS</li> </ul>	
<b>System of Control - Prevention</b>	Use of face coverings	<ul style="list-style-type: none"> <li>• Face coverings are no longer recommended in classrooms or communal areas</li> </ul>	<ul style="list-style-type: none"> <li>• Whilst the Academy is following DfE</li> </ul>	All staff, students and other visitors

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

		<ul style="list-style-type: none"> <li>• Staff can continue to wear face coverings if they feel they need to wear one</li> <li>• As of 08/11/2021 PHE has directed that the wearing of face coverings will be compulsory in all communal areas outside of the class room.</li> <li>• Face coverings must be worn in the Restaurant queue but not while seated at the tables.</li> </ul>	<p>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</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> <li>• Additional supplies to be installed outside each teaching space</li> </ul>	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>



THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

			<ul style="list-style-type: none"> <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>	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>
<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>	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>
<b>System of Control - Prevention</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</li> </ul>	<ul style="list-style-type: none"> <li>The risk of air conditioning spreading coronavirus (COVID-19) in</li> </ul>	Facilities

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

		<p>be adjusted to full fresh air these should be switched off</p> <ul style="list-style-type: none"> <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 as they are not fire doors and where safe to do so)</li> <li>• In the winter months, if it is too cold to have the windows open constantly, they should be opened for 10 minutes periodically to disperse particles</li> <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>the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation</p> <ul style="list-style-type: none"> <li>• Use fresh air circulation rather than recirculation</li> </ul>	<p>SSS to provide time frame for completion</p>
<b>System of Control - Prevention</b>	<p>Minimise contact between individuals and maintain social distancing wherever possible - general</p>	<p>Bubbles will no longer be recommended in school, however, contingency plans should be in place if the need to resume bubbles is deemed necessary.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>
<b>System of Control - Prevention</b>	<p>Where necessary, wear appropriate personal protective equipment (PPE)</p>	<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 only then if a distance of 2m cannot be maintained</li> </ul> </li> </ul>	<p><b>Specific instruction</b></p> <ul style="list-style-type: none"> <li>• Student Welfare Officer to compile list of any student who</li> </ul>	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

		<ul style="list-style-type: none"> <li>○ Where a child has routine intimate care needs that involves the use of PPE</li> </ul>	<p>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 may wear face covering when in close proximity to students</li> <li>● SEND staff may 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>● Close contacts will be identified by NHS Test and Trace</li> <li>● Close contacts who are students under 18 plus 4 months( to allow 18 year olds to get second vaccination) or who are double vaccinated adults will not need to self-isolate if they are a close contact. They will need to take a PCR test. If a student refuses to take the PCR test then they will have to self-isolate for 10 days.</li> <li>● Close contacts are advised to maintain social distancing</li> <li>● Close contacts are advised to wear a face mask in confined spaces or where social distancing is not possible</li> <li>● Minimise contact with anyone who is clinically extremely vulnerable</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>

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

		<ul style="list-style-type: none"> <li>• In exceptional circumstances the academy may be contacted to identify close contacts</li> <li>• Use the NHS Test &amp; Trace App</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>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> <li>• Parent to contact the school on <a href="mailto:covidalert@miltonkeynesacademy.org.uk">covidalert@miltonkeynesacademy.org.uk</a></li> <li>• Close contacts who are students or who are double vaccinated adults will not need to self-isolate if they are a close contact. They will need to take a PCR test.</li> <li>• Close contacts do not need to self-isolate if:</li> <li>• They are fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS</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</li> </ul> </li> </ul>	<p>H&amp;S, SLT</p>

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

		<ul style="list-style-type: none"> <li>• They are under 18 years, 6 months old</li> <li>• They are taking part or have taken part in a COVID-19 vaccine trial</li> <li>• They are not able to get vaccinated for medical reasons</li> <li>• As of 05/11/2021 PHE recommends daily LFD testing for 7 days as well as the PCR test for close contacts in homes where there is a positive case.</li> <li>• <b>Household contacts of a positive case who are in Year 3 and above are strongly encouraged to take a daily lateral flow test (LFT) before school or college for 7 days</b> and attend only if their lateral flow test is negative.</li> <li>• Lateral flow tests should be taken for <b>7 days from the date of the first COVID-19 symptoms in the household</b>, or from the date of the first positive test if there were no symptoms.</li> <li>•</li> </ul>	<p style="text-align: center;">within 1-2m for more than 15 mins</p> <ul style="list-style-type: none"> <li>○ Travelling in a small vehicle (e.g. car)</li> </ul> <ul style="list-style-type: none"> <li>• Evidence of negative tests are requested voluntarily and recorded</li> <li>• If they 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>	<p>Whilst no longer required to track &amp; trace, to assist NHS Test &amp; Trace , we should:</p> <ul style="list-style-type: none"> <li>• Maintain seating plans and registers</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> </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</li> </ul>	<p>H&amp;S, SLT</p>

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

		<ul style="list-style-type: none"> <li>Principal also collaborating with MKSH to share local intelligence</li> </ul>	<p>PHE/HPT may request seating plans and registers to decide who will have to self-isolate</p> <ul style="list-style-type: none"> <li>Adults maintaining 2m distancing reduces the need for self-isolation of staff who have been teaching the confirmed case</li> </ul>	
<b>School Operations</b>	Transport – dedicated school transport - minibus	<ul style="list-style-type: none"> <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>Where possible open windows and keep hands inside the vehicle</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>School Operations</b>	Transport – wider public transport	<ul style="list-style-type: none"> <li>Local bus service Arriva requires passengers to wear face coverings</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> <li>Support MKC in promoting the use of face coverings on school transport</li> </ul>	All students



THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

			and help them to resolve any issues of non-compliance where appropriate	
<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>	•	JDN
<b>School Operations</b>	School Workforce - general	<ul style="list-style-type: none"> <li>• Staff identified as clinically extremely vulnerable and clinically vulnerable are to “take particular care”</li> <li>• People who live with those identified above can attend the workplace</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> </ul>	<ul style="list-style-type: none"> <li>• Expectation that all 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</li> </ul>	SLT, Line Managers, HR

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

			equalities duties in the usual way	
<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 16/09/2021 to obtain a free flu vaccination if eligible and if not, the Academy will reimburse the cost)</li> <li>• Encourage staff to get vaccinated against Covid-19 and also to get the winter booster if double vaccinated</li> <li>• Drink 2l water a day</li> <li>• Ensure daily dose of vitamins D and C</li> <li>• Exercise</li> <li>• Staff football to follow FA guidelines</li> <li>• In line with national guidance use of school Gym to for staff only</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Promote a healthy lifestyle</li> <li>• All staff have access to an Employee Assistance Programme for support, advice and guidance</li> </ul> <p>See staff football RA See staff Gym RA (Induction required)</p>	
<b>School Operations</b>	Staff deployment	<ul style="list-style-type: none"> <li>• Changes to roles and responsibilities may be necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Use school workload</li> </ul>	SLT, Line Managers, HR

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

		<ul style="list-style-type: none"> <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>• Training for ITTs can continue as normal</li> </ul>	<p>reduction toolkit (12, KRD above) and case studies (13, KRD above) to support actions taken.</p> <ul style="list-style-type: none"> <li>• Staff taking holidays abroad need to be available for work from the start of the Autumn term (see 14, KRD above)</li> </ul>	
<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</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</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance to guidance required (15, KRD above)</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 guidance (17, KRD above)</li> </ul>	SSS

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

			<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>• Educational visits to resume in Autumn Term</li> <li>• Introduction of Evolve to organise trips</li> <li>• International travel is not recommended</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>• Normal breaks and lunches</li> </ul>	<ul style="list-style-type: none"> <li>• Arrangements will be monitored</li> <li>• See Library Lunch Club individual RA</li> </ul>	JDN and Facilities  Librarian
<b>School Operations</b>	Extra-curricular provision	<ul style="list-style-type: none"> <li>• Extra-curricular activities will run as normal, subject to adequate Risk assessments</li> <li>• Breakfast club to be offered</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	SLT
<b>School operations</b>	Breakfast Club	<ul style="list-style-type: none"> <li>• Breakfast club to be offered</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

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

<b>Curriculum, behaviour and pastoral support</b>	Physical activity	<ul style="list-style-type: none"> <li>• PE carried out according to sporting guidelines</li> <li>• Adequate risk assessments in place</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance (20, KRD above)</li> </ul> See PE Risk Assessment	PE Team
<b>School Operations</b>	Visitors to reception	<ul style="list-style-type: none"> <li>• Designated visitor entry only to be used</li> <li>• Visitors by appointment only, following our visitor protocol. Any exception to this must be approved by the Principal or Vice Principal and communicated with the reception team</li> <li>• Maintain distancing. Staff to sit at desks away from reception desk to maintain distancing from visitors</li> <li>• Clear screen on reception desk</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>	<ul style="list-style-type: none"> <li>• Visitor information to be provided to Admin team in advance</li> <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>	Admin Team
<b>School Operations</b>	Movement around designated areas of the site	<ul style="list-style-type: none"> <li>• Students move to classes</li> <li>•</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>	Use of welfare facilities	<ul style="list-style-type: none"> <li>• Frequent cleaning of Toilets cleaned</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Welfare officer/ pastoral team
<b>School Operations</b>	Biometric readers	<ul style="list-style-type: none"> <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>•</li> </ul>	SLT/SSS/DTR

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

<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>• Seating plans to be maintained</li> <li>• Registers to be taken in a timely fashion</li> <li>• No face coverings to be worn inside the classroom (exceptional cases to be reviewed by the Principal)</li> </ul>		Staff, facilities
<b>School Operations</b>	Use of ICT classrooms	<ul style="list-style-type: none"> <li>• Students to wipe down keyboards, mouse and station before and after use</li> <li>• Each teacher provided with sanitiser and wipes</li> <li>• Staff can wear their own face covering if they choose (preferably transparent).</li> </ul>	<ul style="list-style-type: none"> <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>•</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>• Shared equipment to be cleaned between uses</li> <li>• No sharing of wood wind instruments</li> <li>• All instruments to be wiped down between uses</li> <li>• Singing to take place in well ventilated area</li> <li>• Drama and dance can take place in well ventilated area</li> <li>•</li> </ul>	See PA Risk Assessment	SDY, Staff, students
<b>School Operations</b>	Peripatetic Lessons	<ul style="list-style-type: none"> <li>• Peripatetic lessons to take place according to PA risk assessments</li> </ul>	See peripatetic Risk Assessment	SDY, Music Tutors, students
<b>School Operations</b>	Management of Science	<ul style="list-style-type: none"> <li>• Shared equipment to be cleaned between uses</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• See Science Risk Assessment</li> <li>•</li> </ul>	Science team, facilities



THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

<b>School Operations</b>	Management of Art and Design Practical	<ul style="list-style-type: none"> <li>Shared equipment to be cleaned between uses</li> </ul>	<ul style="list-style-type: none"> <li>See AD Risk Assessment</li> </ul>	A&D teams, facilities
<b>School Operations</b>	Library	<ul style="list-style-type: none"> <li>Shared equipment to be cleaned between uses</li> <li></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>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></li> </ul>	<ul style="list-style-type: none"> <li>Drills took place on 03 and 04 September</li> <li></li> </ul>	H&S, facilities
<b>Emergency Processes</b>	Lockdown	<ul style="list-style-type: none"> <li>Lockdown process remains</li> </ul>	<ul style="list-style-type: none"> <li>Drills to be completed ASAP for all year groups</li> </ul>	H&S, JDN
<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:</li> </ul>	<ul style="list-style-type: none"> <li>Cleaner allocated to area of the school</li> </ul>	SSS, CLN

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

		<ul style="list-style-type: none"> <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>○</li> </ul>	<ul style="list-style-type: none"> <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>● Sign off sheets are completed by the cleaning staff during the day</li> </ul>	SSS to confirm this arrangement with FSN and DT
<b>Site</b>	On-site Contractors (Cleaning team, catering team)	<ul style="list-style-type: none"> <li>● Follow guidance from employers, including RA and PPE expectations</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>● Utilise site team to support actions during the day where possible</li> </ul>	Facilities
<b>Site</b>	Lettings	<ul style="list-style-type: none"> <li>● Lettings to resume</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

THE MILTON KEYNES ACADEMY  
Risk Assessment – COVID-19 Return from September 2021

<b>Document Revisions</b>				
<b>Date</b>	<b>Version</b>	<b>By</b>	<b>Revision Details</b>	<b>Sign Off (Head)</b>
19/07/2021	V1	D Taylor	First Draft of September 2021 integrating Step 4 of the Roadmap	F Seddon
10/09/2021	V2	D Taylor	Updated guidance on dedicated school transport use	G Farquhar
04/11/2021	V3	D Taylor	Compulsory wearing of masks in communal areas outside the classroom; ventilation in the winter months – open windows for 10 minutes periodically; daily LFD testing if a positive case in household as well as PCR test.	G Farquhar