

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

<p>Reason for Risk Analysis:</p> <p>Government guidance and announcements relating to the full reopening of schools from the start of the autumn term 2021.</p> <p>Relates to September opening and subsequent term(s) only</p>	<p>Description of the Reasonably Foreseeable Risks (RFR):</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>Reason for the RFR:</p> <p>Response to Gov. guidance document published July 2021 which states schools are to reopen fully for all students (and hence all staff) at the start of September.</p>	<p>Hazards and Aspects Considered:</p> <ul style="list-style-type: none"> • System of Controls: <ul style="list-style-type: none"> ○ Prevention ○ Response to any infection • School operations: <ul style="list-style-type: none"> ○ Transport (dedicated school transport) ○ Transport (wider public transport) ○ Attendance ○ School workforce ○ Supporting staff ○ Staff deployment ○ Safeguarding • Staffing levels on-site in all service areas; • Lack of induction/briefing prior to coming back into school for staff and students; • Ensuring social distancing always;
<p>Key Reference Documents and other useful links:</p> <ol style="list-style-type: none"> 1. Gov. Operational guidance November 2021 [26/11/2021]: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 2. Gov. Guidance for households with possible coronavirus infection [30 Nov 2021]: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 3. Gov. Guidance: safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) [20 July 2021] 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 4. Gov. Guidance: cleaning of non-healthcare settings [19 July 2021] https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 5. Contacts: UKHSA health protection teams (local) [20 April 2021]: https://www.gov.uk/guidance/contacts-UKHSA-health-protection-teams 6. NHS: Testing and tracing for coronavirus: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ 	

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<ol style="list-style-type: none"> 7. Gov. Advice: Coronavirus: safer travel guidance for passengers [4 Nov 2021]: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 8. Gov. Advice: Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 [3 Nov 2021] https://www.gov.uk/government/publications/guidance-on-shielding-and-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: remove 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 [30 Nov 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 [29 Nov 2021] https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school- 	<ul style="list-style-type: none"> • Access and egress to/from site for all stakeholders. • Visitors to reception; • Movement around designated areas; • Wellbeing • 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
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<p>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</p> <p>20. Gov. Advice: the phased return of sport and recreation [30 Nov 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/</p> <p>21. MKC Education Setting Flowchart</p> <p>https://www.miltonkeynesacademy.org.uk/wp-content/uploads/2021/11/MK_Parent_Carer_Flowchart_Covid_01-11-21_PP.pdf</p> <p>22. Arriva Transport Information re face coverings [30 Nov 2021]: https://www.arrivabus.co.uk/help/coronavirus/coronavirus-fags</p> <p>Dates indicate date of latest update of document or webpage, where available.</p>	
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Version: (must match version control at bottom of document)	V6		
Reasoning:	Recommissioned to reflect guidance for full opening		
School: The Milton Keynes Academy Fulwoods Drive Leadenhall Milton Keynes MK6 5LA	Additional Site Information: Number of students expected: 1250 Year Groups: 7, 8, 9, 10, 11, 12, 13		
Who may be harmed?	Staff, Students, visitors, contractors	How many people:	Up to 1250 individuals: <ul style="list-style-type: none"> • 1225 on roll • Max 100 Y12 as above • Approx 132 staff • Contractors & visitors
Trust Health & Safety Contacts:		Trust Contact: Health & Safety Trustee.	Dr Stuart Sams (CET) 07425 627645
Site Health & Safety Contacts:	Diane Taylor 01908 341773 Craig Lyman		
Risk rating for this activity:	4 (Medium-High)	Date of Assessment: Date of Review	30.11.2021 14.11.2021 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):
System of Control - Prevention	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"> • Pupils, staff and other adults who have coronavirus symptoms or have tested positive in the last 10 days do not come into the Academy • Anyone developing those symptoms during the Academy day are sent home and isolate for at least 10 days • Household member close contacts do not need to self-isolate if: <ul style="list-style-type: none"> ○ They are fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS ○ They are under 18 years, 6 months old 	Mandatory instruction <ul style="list-style-type: none"> • All parties referred to Gov. Guidance for households with possible coronavirus infection (2, KRD above) • Communication to households must be clear 	All staff, students and other visitors Cleaning teams

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		<ul style="list-style-type: none"> ○ They are taking part or have taken part in a COVID-19 vaccine trial ○ They are not able to get vaccinated for medical reasons • Staffing to be managed in line with illness, absence and attendance policies are currently in effect • As of 22/12/2021, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason. • Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 7. • As of 06/01/2022 asymptomatic individuals who have a positive LFD test will no longer need to take a follow-up PCR test. They must isolate for 	<p>and agreed (scripted) in advance to include:</p> <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 or an increased temperature”</p>	
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		<p>the 10 days and can take LFD test on days 6 and 7 for day 7 release as above.</p> <ul style="list-style-type: none"> • 		
	<p>Vulnerable groups – affecting susceptibility to COVID 19 (Including BAME and BMI 30+)</p>	<ul style="list-style-type: none"> • Staff in vulnerable groups or who were shielded are no longer advised to shield but necessary precautions must be taken to ensure their safety • Ensure that employee is reassured about measures in place within the academy • Individual Risk Assessments will be carried out or reviewed • Ensure that employee is reassured about measures in place within the academy • Equality Impact Assessment has been undertaken • Individual Risk Assessments have been carried out and have been reviewed at regular intervals as and when things change • 1:1 RA to establish any concerns or anxieties that may prevent employee from coming into school 	<ul style="list-style-type: none"> • Staff in this category are strongly recommended to wear face coverings in communal areas, corridors and whilst on duty • 	<p>Line Manager (Support from KAG & DTR)</p>
	<p>Clinically Extremely Vulnerable (CEV) Staff</p>	<ul style="list-style-type: none"> • Staff who were shielded are no longer advised to shield but necessary precautions must be taken to ensure their safety • Individual Risk Assessments have been carried out and have been reviewed at regular intervals as and when things change 	<ul style="list-style-type: none"> • DHSC guidance encourages CEV people to take up the vaccination programme • Use LFD testing • Make a personal choice to social distance 	<p>KAG / Line Managers</p>

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			<ul style="list-style-type: none"> • Observe caution when mixing with others • Meet outside where possible • Use well ventilated indoor spaces 	
	Clinically Extremely Vulnerable (CEV) Students	<ul style="list-style-type: none"> • 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 • Individual RA's will be reviewed and updated to support their return to school 	<ul style="list-style-type: none"> • Use LFD testing • Make a personal choice to social distance • Observe caution when mixing with others 	SLT
	Lack of induction /briefing for staff and students	<ul style="list-style-type: none"> • 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 • Staff training refreshed regularly via briefing in house and via emails and inset days • Communication to staff, students and parents sent regularly on processes • Devised student risk assessment to be shared with all stakeholders • Student induction planned for the w/c 30/08/2021 to underline H&S protocols 	<ul style="list-style-type: none"> • Planned and phased health and safety briefing • Staff training day on 1 & 2 September to reassure staff of the safety protocols that have been put in place • To include sanctions 	SLT

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			around non-compliance and poor behaviour	
System of Control - Prevention	Anyone developing symptoms during the Academy day are sent home - Student	<ul style="list-style-type: none"> • SLT to be informed and to co-ordinate with facilities team to deep clean the room • 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 room opposite welfare office by member of designated team in full PPE: <ul style="list-style-type: none"> ○ Student to sit in room, staff supervision from the corridor ○ Parents contacted and advised to wait at main gate. They must not enter school grounds ○ Designated person to escort pupil Explore staircase exit exit out to main gate (when confirmed by reception that parent is waiting at gate) ○ 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 ○ Parent to notify school of test results providing evidence before returning to school • Disabled PA toilet made available for use • Cleaning and sanitising of “covid” toilet to be completed before use by anyone else • Any PPE worn during treatment of symptomatic individual must be: 	Mandatory instruction <ul style="list-style-type: none"> • If not possible, move them to an area that is at least 2m away from other people • PPE must be worn by anyone caring for the symptomatic person • Usual emergency practices (999 etc) continue to apply • Routine measurement of temperature is not recommended • School and parents must follow the MKC 	SLT, SWO, AHOY Facilities Team Cleaning Team

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		<ul style="list-style-type: none"> ○ Put it in a plastic rubbish bag and tie it when full ○ Place the plastic bag in a second bin bag and tie it ○ Put it in a suitable and secure place marked for storage for 72 hours 	<p>Coronavirus Information Flowchart (as signposted on MKA website)</p> <ul style="list-style-type: none"> ● 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 	
	Anyone developing symptoms during the Academy day are sent home - Staff	<ul style="list-style-type: none"> ● Staff with symptoms to contact SLT and village lead immediately ● SLT to notify Cover Co-ordinator ● 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 	<p>SLT and designated staff with PPE (SWO / AHOY)</p> <p>SLT to co-ordinate with Cover Co-ordinator and Facilities</p>	<p>SLT, SWO, AHOY</p> <p>Facilities Team Cleaning Team</p>

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		<p>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</p> <ul style="list-style-type: none"> • Staff members provided with MKC Coronavirus Information Flowchart • MKA to refer employee to the Essential Workers Testing Scheme • Staff member to notify school of test results providing evidence before returning to work • Cover to be provided for class (if member of staff is teaching) • Class to be escorted to contingency space to allow for deep clean of area • SLT to contact facilities team for deep clean to take place • Any PPE worn during treatment of symptomatic individual must be: <ul style="list-style-type: none"> ○ Put it in a plastic rubbish bag and tie it when full ○ Place the plastic bag in a second bin bag and tie it ○ Put it in a suitable and secure place marked for storage for 72 hours 	<p>Mandatory instruction</p> <ul style="list-style-type: none"> • If not possible, move them to an area that is at least 2m away from other people • PPE must be worn by anyone caring for the symptomatic person • Usual emergency practices (999 etc) continue to apply • Routine measurement of temperature is not recommended • School and parents must follow the MKC Coronavirus Information 	
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			<p>Flowchart (as signposted on MKA website)</p> <ul style="list-style-type: none"> • MKA signed up to the Government Essential Workers Testing Scheme <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 accompanying FAQs document (KRD 21 Above)</p>	
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	<p>Mass testing to reduce asymptomatic staff and student numbers</p>	<ul style="list-style-type: none"> • 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 • 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 • We will keep schools and communities safer by working together to: <ul style="list-style-type: none"> ○ 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 ○ Staff to carry out twice weekly testing with LFD home tests kits • Staff and students to continue LFD testing twice weekly. It is essential to report results to the NHS site and to the school. • On return on 05/01/2022 all consenting students to take a LFD test 	<ul style="list-style-type: none"> • Refer to separate RA for testing procedures <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>	
<p>System of Control - Prevention</p>	<p>Vaccination Programme for Students</p>	<ul style="list-style-type: none"> • The NHS is rolling out a vaccination programme for 12 to 16 year olds • Parents have been notified for consent 	<ul style="list-style-type: none"> • The programme is led by the NHS 	

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		<ul style="list-style-type: none"> • Vaccination date is 22/10/2021 		
System of Control - Prevention	Use of face coverings	<ul style="list-style-type: none"> • Face coverings are no longer recommended in classrooms or communal areas • Staff can continue to wear face coverings if they feel they need to wear one • As of 08/11/2021 UKHSA has directed that the wearing of face coverings will be compulsory in all communal areas outside of the class room. • Face coverings must be worn in the Restaurant queue but not while seated at the tables • As of 05/01/2022 all students to wear face coverings in the classroom as well as in communal areas unless exempt 	<ul style="list-style-type: none"> • 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 	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>
System of Control - Prevention	Clean hands thoroughly more often than usual	<ul style="list-style-type: none"> • Pupils must clean their hands regularly, including <ul style="list-style-type: none"> ○ When they arrive at the Academy ○ When they return from breaks ○ When they change rooms ○ Before and after eating • This can be done with soap and running water or hand sanitiser 	<p>Mandatory instruction</p> <ul style="list-style-type: none"> • Wall mounted hand sanitisers and mobile hand washing units in place • Additional supplies to be installed outside each teaching space 	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>

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			<ul style="list-style-type: none"> Supervision of students with complex needs to avoid ingestion Students advised to bring their own personal hand sanitiser 	
System of Control - Prevention	Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach	<ul style="list-style-type: none"> Sufficient tissues and bins are available in the Academy All rooms have a bin for tissues Hand sanitiser is available for cleaning hands after use of tissues 	Mandatory instruction <ul style="list-style-type: none"> Support for students with complex needs 	All staff, students and other visitors Cleaning teams
System of Control - Prevention	Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	<ul style="list-style-type: none"> More frequent cleaning of rooms and areas More frequent cleaning of frequently touched surfaces Regular cleaning of toilets Encouragement to wash hands after using toilet 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 	Mandatory instruction <ul style="list-style-type: none"> Different groups do not need to be allocated their own toilet blocks. UKHSA will publish revised cleaning guidance to supplement Gov 	All staff, students and other visitors Cleaning teams

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			Guidance (4, above)	
System of Control - Prevention	Ventilation	<ul style="list-style-type: none"> • All spaces should be well ventilated using natural ventilation (open windows) or ventilation units • 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 • All systems to remain energised in normal operating mode • 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) • 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 • Ventilation to chemical stores should remain operational • 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 • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) 	<ul style="list-style-type: none"> • 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 air and ventilation • Use fresh air circulation rather than recirculation 	<p>Facilities</p> <p>SSS to provide time frame for completion</p>

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<p>System of Control - Prevention</p>	<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"> • As of 03/12/2021 staff briefing will take place remotely • As of 14/12/2021 Year 8 will be educated remotely due to increased staff absence • As of 05/01/2022 year 8 will be on site 		<p>All staff, students and other visitors</p> <p>Cleaning teams</p>
<p>System of Control - Prevention</p>	<p>Where necessary, wear appropriate personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> • PPE is only needed in a very small number of cases: <ul style="list-style-type: none"> ○ Where an individual child becomes ill with coronavirus symptoms at the Academy, and only then if a distance of 2m cannot be maintained ○ Where a child has routine intimate care needs that involves the use of PPE 	<p>Specific instruction</p> <ul style="list-style-type: none"> • Student Welfare Officer to compile list of any student who requires intimate care • Student Welfare Officer to wear full PPE when dealing with students • AHOYs may wear face covering when in close proximity to students 	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>

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			<ul style="list-style-type: none"> SEND staff may wear face covering when in close proximity to students 	
System of Control – Response to any infection	Engage with the NHS Test and Trace process	<ul style="list-style-type: none"> Understand the NHS Test and Trace process and how to contact Close contacts will be identified by NHS Test and Trace 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 Lateral Flow Device test every day for 7 days instead of self-isolating. If a student refuses to take the LFD test then they will have to self-isolate for 10 days. If they test positive then they will need to self-isolate for 10 /7 days (as per above guidance) and order a PCR test to confirm result Close contacts are advised to maintain social distancing Close contacts are advised to wear a face mask in confined spaces or where social distancing is not possible Minimise contact with anyone who is clinically extremely vulnerable In exceptional circumstances the academy may be contacted to identify close contacts 	<p>Mandatory instruction</p> <ul style="list-style-type: none"> Ask parents and staff to inform immediately when test results become available Parents and students aged 16 and over are strongly recommended to download the app 	<p>All staff, students and other visitors</p> <p>Cleaning teams</p>

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		<ul style="list-style-type: none"> • Use the NHS Test & Trace App • Staff and parents must be ready and willing to <ul style="list-style-type: none"> ○ Book a test ○ Provide details of anyone they have had contact with, if positive ○ Self-isolate if they have been in close contact with someone who develops symptoms or tests positive • Contact local UKHSA/LA via DFE Helpline on 0800 0468687 and select option to report a positive case (6, KRD above) as necessary 		
System of Control – Response to any infection	Close contact of Omicron Strain	<ul style="list-style-type: none"> • All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, 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 Lateral Flow Device test every day for 7 days instead of self-isolating. If a student refuses to take the LFD test then they will have to self-isolate for 10 days. • They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about taking the LFD tests for 7 days • If they test positive then they will need to self-isolate for 10/7 days (as per above guidance) days and order a PCR test to confirm result 		

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		<ul style="list-style-type: none"> Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19. 		
System of Control – Response to any infection	Manage confirmed cases of coronavirus amongst the school community	<p>Positive test results in immediate action to:</p> <ul style="list-style-type: none"> Contact covidalert@miltonkeynesacademy.org.uk 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. Close contacts do not need to self-isolate if: <ul style="list-style-type: none"> They are fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS They are under 18 years, 6 months old They are taking part or have taken part in a COVID-19 vaccine trial They are not able to get vaccinated for medical reasons As of 05/11/2021 UKHSA recommends daily LFD testing for 7 days as well as the PCR test for close contacts in homes where there is a positive case. 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 	Mandatory instruction <ul style="list-style-type: none"> Close contact with an infected person defined as: <ul style="list-style-type: none"> Face to face, less than 1m, for any time (including being coughed on, face to face conversation or skin-to-skin contact) Proximity contacts – extended close contact within 1-2m for more 	H&S, SLT

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		<p>school or college for 7 days and attend only if their lateral flow test is negative.</p> <ul style="list-style-type: none"> • Lateral flow tests should be taken for 7 days from the date of the first COVID-19 symptoms in the household, or from the date of the first positive test if there were no symptoms. • 	<p>than 15 mins</p> <ul style="list-style-type: none"> ○ Travelling in a small vehicle (e.g. car) <ul style="list-style-type: none"> • Evidence of negative tests are requested voluntarily and recorded • 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 	
System of Control – Response to any infection	Contain any outbreak by following local health protection team advice	<p>Whilst no longer required to track & trace, to assist NHS Test & Trace , we should:</p> <ul style="list-style-type: none"> • Maintain seating plans and registers • UKHSA/Local health protection team will advise as necessary 	<p>Mandatory instruction</p> <ul style="list-style-type: none"> • Two or more confirmed cases 	H&S, SLT

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		<ul style="list-style-type: none"> • SLT following clear protocols working in conjunction with Local UKHSA to manage confirmed cases • Principal also collaborating with MKSH to share local intelligence 	<p>in 14 days <i>may</i> be an outbreak</p> <ul style="list-style-type: none"> • In the event of a confirmed case UKHSA/HPT may request seating plans and registers to decide who will have to self-isolate • Adults maintaining 2m distancing reduces the need for self-isolation of staff who have been teaching the confirmed case 	
System of Control – Response to any infection	Travel abroad	<ul style="list-style-type: none"> • All travellers arriving into the UK will need to take a LFT/PCR test two days prior to leaving for the UK • All travellers arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. • If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. 		

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		<ul style="list-style-type: none"> Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All Red list arrivals will enter quarantine 		
School Operations	Transport – dedicated school transport - minibus	<ul style="list-style-type: none"> Use of hand sanitiser upon boarding and disembarking Additional cleaning of vehicles Cleaning kit to be provided for wipe down after use Organised queueing Where possible open windows and keep hands inside the vehicle 		
School Operations	Transport – wider public transport	<ul style="list-style-type: none"> Local bus service Arriva requires passengers to wear face coverings Encourage walking, cycling Refer parents to safer travel guidance (8, KRD above) As of 30/11/2021 it is now mandatory to wear face coverings on public transport 	<ul style="list-style-type: none"> LAs asked to consider alternate arrangements, including more dedicated school transport Support MKC in promoting the use of face coverings on school transport and help them to resolve any issues of non-compliance where appropriate 	All students

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School Operations	Poor Attendance	<ul style="list-style-type: none"> • Expectations for attendance aligned with statutory guidance • Clear safeguarding protocols established to escalate concerns • Attendance information leaflet sent to all students 		JDN
School Operations	School Workforce - general	<ul style="list-style-type: none"> • Staff identified as clinically extremely vulnerable and clinically vulnerable are to “take particular care” • People who live with those identified above can attend the workplace • Ensure that employee is reassured about measures in place within the academy including invited in for tours and meetings during closure to students • Individual Risk Assessments will be carried out/or reviewed • BAME- following guidance for vulnerable groups • BMI 30+ - following guidance for vulnerable groups • Ensure that employee is reassured about measures in place within the academy • Equality Impact Assessment has been undertaken • Individual Risk Assessments have been carried out. To be amended as necessary • 1:1 RA to establish any concerns or anxieties that may prevent employee from coming into school 	<ul style="list-style-type: none"> • Expectation that all staff will attend school • Pregnant staff are identified as “clinically vulnerable” • Schools to accommodate additional measures where appropriate to reflect staff who may otherwise be at risk (9, KRD above) • Schools have a legal obligation to protect employees and others and should consider how to meet 	SLT, Line Managers, HR

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			equalities duties in the usual way	
School Operations	Supporting Staff	<ul style="list-style-type: none"> • Regard for work-life balance and well-being of all staff • Measures explained to all staff • Duty of care to staff mental health must be supported. (10, 11 KRD above) • Staff have access to the EAP • Continuation of well-being programme 	<ul style="list-style-type: none"> • Regular contact from Line Managers • Anxious staff invited in during the holiday to reassure that the academy is set up for social distancing • Additional training day with tours provided 	SLT, Line Managers, HR
School Operations	Staff Well-being	<ul style="list-style-type: none"> • To prevent winter spikes staff need to keep well and avoid flu and colds • 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) • Encourage staff to get vaccinated against Covid-19 and also to get the winter booster if double vaccinated • Drink 2l water a day • Ensure daily dose of vitamins D and C • Exercise • Staff football to follow FA guidelines 	<ul style="list-style-type: none"> • Promote a healthy lifestyle • All staff have access to an Employee Assistance Programme for support, advice and guidance <p>See staff football RA See staff Gym RA (Induction required)</p>	

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		<ul style="list-style-type: none"> In line with national guidance use of school Gym for staff only As of 15/12/2021 the gym will no longer open to staff. 	We cannot guarantee adequate cleaning of the gym with the transmissibility of the Omicron variant	
School Operations	Staff deployment	<ul style="list-style-type: none"> Changes to roles and responsibilities may be necessary Avoid unnecessary workload Ensure appropriate support is available for SEND students Recruitment continues as usual Engage supply teachers as usual Training for ITTs can continue as normal 	<ul style="list-style-type: none"> Use school workload reduction toolkit (12, KRD above) and case studies (13, KRD above) to support actions taken. Staff taking holidays abroad need to be available for work from the start of the Autumn term (see 14, KRD above) 	SLT, Line Managers, HR
School Operations	Safeguarding	<ul style="list-style-type: none"> CP policy revised and reviewed to reflect return of more pupils DSLs and deputies fully trained 		DSL, SLT
School Operations	Catering	<ul style="list-style-type: none"> Kitchens to be fully open from start of autumn term 	<ul style="list-style-type: none"> Compliance to guidance 	Head Chef /SLT/SSS

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			<p>required (15, KRD above)</p> <ul style="list-style-type: none"> • FSM provision will be available for self-isolating students, as required 	
School Operations	Estates	<ul style="list-style-type: none"> • No significant adaptations needed • No additional off-site provision needed • Pre-term checklists to be undertaken as normal • Open classroom windows to improve ventilation 	<ul style="list-style-type: none"> • Legionella guidance (16, KRD above) • Reoccupying buildings guidance (17, KRD above) • Ventilation guidance (18, above) 	SSS
School Operations	Educational Visits	<ul style="list-style-type: none"> • Educational visits to resume in Autumn Term • Introduction of Evolve to organise trips • International travel is not recommended • As of 03/12/2021 all educational visits will be reviewed on a case by case basis 	<ul style="list-style-type: none"> • Can resume non-overnight domestic visits, in line with existing guidance 	CRD
School Operations	Uniform	<ul style="list-style-type: none"> • Advise students on general hygiene and the importance of washing clothes regularly • Staff and students encouraged to wear warm clothes in the winter months to compensate open window ventilation 	<ul style="list-style-type: none"> • Uniforms do not need to be cleaned more often than usual. However, it is 	All staff, students

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			advised to wash regularly	
School Operations	Break and Lunchtime Provision	<ul style="list-style-type: none"> • Normal breaks and lunches 	<ul style="list-style-type: none"> • Arrangements will be monitored • See Library Lunch Club individual RA 	JDN and Facilities Librarian
School Operations	Extra-curricular provision	<ul style="list-style-type: none"> • Extra-curricular activities will run as normal, subject to adequate Risk assessments • Breakfast club to be offered 		SLT
School operations	Breakfast Club	<ul style="list-style-type: none"> • Breakfast club to be offered • Clear management protocols to be observed 	<ul style="list-style-type: none"> • Implementation of supervisory staff, identified and briefed 	JDN/SDN/CRD/SSS/RAN
Curriculum, behaviour and pastoral support	Physical activity	<ul style="list-style-type: none"> • PE carried out according to sporting guidelines • Adequate risk assessments in place 	<ul style="list-style-type: none"> • Guidance (20, KRD above) <p>See PE Risk Assessment</p>	PE Team
School Operations	Visitors to reception	<ul style="list-style-type: none"> • Designated visitor entry only to be used • 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 • Maintain distancing. Staff to sit at desks away from reception desk to maintain distancing from visitors • Clear screen on reception desk • Sanitiser available on entry 	<ul style="list-style-type: none"> • Visitor information to be provided to Admin team in advance • As of 08/11/2021 Face coverings to be worn whilst 	Admin Team

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		<ul style="list-style-type: none"> • Receptionist to sign in visitors on InVentry system to avoid excessive wiping of screen • Cleaning wipes for InVentry screen – use before signing in • Parents requesting meetings must do so by telephone or by an online platform and are to confirm contact number for later telephone contact • Read and apply CET HO guidance and follow general guidance from Visitors Risk Assessment • As of 30/11/2021 all meetings to be carried out remotely where possible, particularly meetings with external agents • As of 05/01/2022 where visits have to take place on the site, the attendees must provide proof of a negative lateral flow test for the date of the visit or the evening before 	in communal areas.	
School Operations	Movement around designated areas of the site	<ul style="list-style-type: none"> • Students move to classes • 	<ul style="list-style-type: none"> • SLT to be based in villages to aid with calm and consistent behaviour in the villages 	All staff/SLT
School Operations	Use of welfare facilities	<ul style="list-style-type: none"> • Frequent cleaning of Toilets 		Welfare officer/ pastoral team
School Operations	Biometric readers	<ul style="list-style-type: none"> • Kitchen staff to clean after each use • Students to sanitise hands on entry to Restaurant 		SLT/SSS/DTR

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School Operations	Use and management of classrooms	<ul style="list-style-type: none"> • Regular “non covid” RA checklists to be in place • Seating plans to be maintained • Registers to be taken in a timely fashion • No face coverings to be worn inside the classroom (exceptional cases to be reviewed by the Principal) 		Staff, facilities
School Operations	Use of ICT classrooms	<ul style="list-style-type: none"> • Students to wipe down keyboards, mouse and station before and after use • Each teacher provided with sanitiser and wipes • Staff can wear their own face covering if they choose (preferably transparent). 	<ul style="list-style-type: none"> • Wipes available to wipe down keyboards • Sanitiser to be used before entry to ICT room • Students not to lean over benches 	ICT Staff, facilities
School Operations	Use of PA Rooms	<ul style="list-style-type: none"> • Singing and playing of wind instruments can take place in a large, ventilated room or outside • Shared equipment to be cleaned between uses • No sharing of wood wind instruments • All instruments to be wiped down between uses • Singing to take place in well ventilated area • Drama and dance can take place in well ventilated area • 	See PA Risk Assessment	SDY, Staff, students
School Operations	Peripatetic Lessons	<ul style="list-style-type: none"> • Peripatetic lessons to take place according to PA risk assessments 	See peripatetic Risk Assessment	SDY, Music Tutors, students

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School Operations	Management of Science	<ul style="list-style-type: none"> • Shared equipment to be cleaned between uses • 	<ul style="list-style-type: none"> • See Science Risk Assessment 	Science team, facilities
School Operations	Management of Art and Design Practical	<ul style="list-style-type: none"> • Shared equipment to be cleaned between uses 	<ul style="list-style-type: none"> • See AD Risk Assessment 	A&D teams, facilities
School Operations	Library	<ul style="list-style-type: none"> • Shared equipment to be cleaned between uses • 	<ul style="list-style-type: none"> • Refer to library RA 	JHS, LRN
School Operations	Finance Team	<ul style="list-style-type: none"> • Staff to contact finance team via email or phone, do not go to the office • Appointments by arrangement only • Due to small area, screen partition to segregate staff in finance office 		MHN
DSE		<ul style="list-style-type: none"> • Staff training on DSE in Smartlog • Staff with issues to be reviewed 		DTR/SSS/HR
Emergency Processes	Fire Evacuation	<ul style="list-style-type: none"> • Return fire procedures to original central processes • 	<ul style="list-style-type: none"> • Drills took place on 03 and 04 September 	H&S, facilities
Emergency Processes	Lockdown	<ul style="list-style-type: none"> • Lockdown process remains 	<ul style="list-style-type: none"> • Drills to be completed ASAP for all year groups 	H&S, JDN
Emergency Processes	First Aid Provision	<ul style="list-style-type: none"> • Student Welfare Officer in post • First aider to go to student • List of first aiders posted throughout the building • PPE must be available for FA in line with First Aid Risk Assessment 	<ul style="list-style-type: none"> • CP first responder for all periods • Triage system to be considered to add capacity to the system 	JDN, DRS

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Site	Visiting Contractors on site	See guidance on Site Protocol		SSS, CLN
Site	Cleaning Regime	<ul style="list-style-type: none"> • Cleaning contractors (reflecting the additional cleaner) to maintain current cleaning regimes, and enhance to include: <ul style="list-style-type: none"> ○ Chlorine-clean all hard surfaces in circulation areas ○ Cleaning toilet blocks at prescribed times (above) ○ Cleaning Restaurant and Main Hall before, during and after breaks ○ 	<ul style="list-style-type: none"> • Cleaner allocated to area of the school • On-going cleaning of touch points • Cleaner allocated to designated area • Additional day cleaner to provide additional capacity to clean classrooms and other areas between uses, where used by different bubbles • Sign off sheets are completed by the cleaning staff during the day 	SSS, CLN SSS to confirm this arrangement with FSN and DT
Site	On-site Contractors	<ul style="list-style-type: none"> • Follow guidance from employers, including RA and PPE expectations 	<ul style="list-style-type: none"> • Utilise site team to support 	Facilities

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	(Cleaning team, catering team)	•	actions during the day where possible	
Site	Lettings	<ul style="list-style-type: none"> • Lettings to resume • Lettees must only use area designated and must not use any other areas in the building • Lettees to provide risk assessments for the activity and for Covid-19 prevention • Additional cleaning will be required, this will require a discussion with lettee 	<ul style="list-style-type: none"> • In extremely urgent cases, approval can be discussed with JW 	Facilities

Document Revisions				
Date	Version	By	Revision Details	Sign Off (Head)
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
30/11/2021	V4	D Taylor	Addition of omicron variant track and trace, wearing of face coverings on public transport, meetings to be held remotely where possible, particularly external visitors, briefings held remotely, travel from abroad, educational visits to be reviewed on case by case basis	G Farquhar
14/12/2021	V5	D Taylor	Updated guidance on taking LFD tests for 7 days if a close contact of any variant, remote education for year 8 due to increased staff absence, closure of	G Farquhar

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			gym to staff, isolation area for on site positive cases changed to room opposite Welfare Office on ground floor	
06/01/2022	V6	D Taylor	Update to reduction of 10 day Self-isolation to 7 day with two negative LFDS on day 6 and 7, masks to be worn by students in classrooms unless exempt, meeting to take place remotely, where this cannot happen the visitors must show evidence of a negative LFD, consenting students to have an onsite LFD test; no PCR follow up required for asymptomatic positive LFD tests	G Farquhar