



RISK ASSESSMENT

FOR THE FULL REOPENING OF THE SCHOOL
March 2021



ST MARY'S SCHOOL ASCOT

Risk assessment for the full reopening of the school

Index

Section	Lead Author	Page
Index	Senior Deputy Headmistress	2
References	Bursar	3
Key Principles	Senior Deputy Headmistress	4
Organisation	Senior Deputy Headmistress	5
Academics	Academic Deputy Headmistress	8
Pastoral and Boarding	Pastoral Deputy Headmistress	13
Pupils	Senior Deputy Headmistress	21
Staff	Senior Deputy Headmistress	23
Visitors	Senior Deputy Headmistress	26
Housekeeping	Bursar	28
Personal Protective Equipment (PPE)	Senior Deputy Headmistress & Bursar	30
Security	Bursar	32
Catering	Bursar	33
Estates	Bursar	35
Fire Safety	Bursar	38
Mass Testing	Senior Deputy and Bursar	39

References

The Government has published numerous COVID-19 guidance documents since the outbreak began. The list below sets out the key documents which the school has drawn on to write the whole-school risk assessment. Staff should note Reference A (Guidance for full opening – schools) which is of particular importance.

- A. [Guidance for full opening – schools](#). published 2 July 2020 and updated 5 February 2021.
- B. [Safe working in education, childcare and children’s social care](#), published 14 May 2020 and updated 14 December 2020.
- C. [COVID-19: cleaning of non-healthcare settings](#). published 26 February 2020 and updated 16 October 2020.
- D. [Safe working in Education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)](#) published 14 May 2020 and updated 14 December 2020.
- E. [School attendance: guidance for schools](#) published 25 November 2013 and updated 7 January 2021.
- H. [COVID-19: Guidance for managing playgrounds and outdoor gyms](#) published 26 June 2020 and updated 28 January 2021.
- I. [Guidance for schools: coronavirus \(COVID-19\)](#) published 17 June 2020 and updated 3 February 2021.
- J. [What to do if a pupil is displaying symptoms of coronavirus \(COVID-19\)](#) published 2 July 2020 and updated 5 February 2021.
- K. [Coronavirus \(COVID-19\): Guidance on isolation for residential educational settings](#) published 21 March 2020 and updated 9 November 2020.
- L. [COVID-19: guidance for the safe use of places of worship during the pandemic](#) updated 4 July 2020 and updated 19 January 2021.
- M. [Working safely during coronavirus \(COVID-19\): Performing Arts](#) published 11 May 2020 and updated 10 February 2021.
- N. [Face coverings in education](#) published March 2021.
- O. [Schools coronavirus \(COVID-19\) operational guidance](#) dated February 2021.

Key Principles

- The school will operate in line with government guidance – **Schools coronavirus (COVID-19) operational guidance** dated February 2021 which builds and updates **Guidance for full opening – schools** first published 17 June 2020 and including the latest updates from 3 February 2021 and available [here](#)
- This risk assessment lays out the implementation of the ‘*System of Controls*’ for the particular context of St Mary’s School Ascot in line with the “prevention” and “response” actions set out in the government’s **Guidance for full opening**.
- The school’s approach is to make organisational and operational changes to the school’s normal routine to minimise the risk of COVID-19 spreading within the community whilst maximising the educational benefit of being back on the school site for the pupils.
- There must be minimum risk to health while we aim for maximum educational benefit and a positive experience for all: the curriculum remains broad and ambitious.
- Any offering on site must be significantly stronger than that offered remotely; remote education, where needed, must be of excellent quality and align closely with in-school provision.
- Pupils will be placed in Year Group bubbles which will remain the same throughout the school day and overnight as well as at weekends. Year groups will be allocated zones within the school site. The number of classrooms used by different year groups will be kept to a minimum. Pupils will be taught Science, Art and Music in the existing blocks and separate risk assessments will be available. This means that pupils will largely remain static whilst teachers will move to the pupils’ year group zones.
- Risk assessments and plans will be based on the school’s duty of care to all stakeholders.
- Risk assessments will be reviewed when circumstances may be different and in response to the developing situation regarding COVID-19.
- The feedback from pupils, staff and visitors with regard to our COVID-19 secure arrangements will all be taken into account as our arrangements develop and mature.
- The rapid testing using lateral flow devices of staff and pupils is dealt with final section of this risk assessment.

Organisation

Lead: Mrs C Elliott, Senior Deputy Head

Area for consideration	Concern	Control Measures
Pupils arriving at school and leaving the school site	Infection risk of girls travelling and arriving on site. Managing trunks and arrivals. New girls' arrivals.	<ul style="list-style-type: none"> Pupils and staff must not come into school if they have symptoms of COVID-19 or if they have tested positive for the virus in the last 10 days. Detailed arrangements for the pupils' return to school will be shared with pupils, parents and staff. These will include lateral flow testing, staggered timings and welcome points distributed across the building. The use of public transport to travel to the school site is discouraged. Pupils must wash their hands immediately upon arrival at school. Parents directed not to enter the school buildings.
Morning Chapel and Sunday Mass	Proximity of year group bubbles. Hygiene measures for receiving of Communion Technical complexity of live-streaming the event to other venues.	<ul style="list-style-type: none"> One year group to be in the Chapel for Morning Chapel and Sunday Mass on a rotational basis as coordinated by the Senior Deputy. Other year groups to watch a live-stream of Morning Chapel or Sunday Mass on rotation in the Rose Auditorium, the Lecture Theatre, the Sophia Rosalia Studio, the Girls Refectory, the Rufus Sewell Studio, the Green Room and the OC. Parents and other guests are not permitted to attend Mass but will be able to watch Sunday Mass online. Pupils attending Sunday Mass in the Chapel must be in uniform or Sixth Form Dress. Those attending Sunday Mass via the live-stream in other venues may wear home clothes. No group singing in chapel services. Communion will be given at the end of Mass to those in Chapel in accordance with Church guidelines. Pupils will sanitise their hands immediately before receiving communion. Liturgy Captains will assist the Director of Liturgy in setting up Mass, wearing gloves for the distribution of mass cards before the service. Mass cards will be stored for at least 72 hours between uses. Socially distanced seating will be coordinated in Chapel so that the girls are seated 1m+ in their bubble, and staff will be 2m socially distanced. Year Cos to oversee technical set-up of satellite venues. ADW to coordinate links to events on SMILE.
House meetings	Proximity of different year groups within house meeting space.	<ul style="list-style-type: none"> House meetings on Tuesday mornings to be held in large venues where pupils can be socially distanced in year group bubbles.

		<ul style="list-style-type: none"> Heads of House and tutors to coordinate arrival, seating and departure of girls to ensure 2m social distance between girls from different year group bubbles. Babthorpe Girls Refectory Bedingfeld Orchard Centre (access via side doors) Poyntz Sophia Rosalia Studio (access via external steps) Rookwood Rose Auditorium Wigmore Dance Studio Mary Ward Lecture Theatre
Year Group meetings	Gathering of pupils within the same bubble.	<ul style="list-style-type: none"> Year Cos to ensure 2m social distance between staff and the pupils. Unless otherwise indicated (e.g. for Skills for Life talks) year groups to meet in the following venues: Year 7 Rufus Sewell Studio / Green Room Year 8 Dance Studio Year 9 Orchard Centre Year 10 Girls Refectory Year 11 Sophia Rosalia Studio LVI Rose Auditorium UVI Lecture Theatre
House teas – events that HOH traditionally host at home	Pupils should not go into staff accommodation and staff should maintain social distancing.	<ul style="list-style-type: none"> Alternative venues to be used such as the Staff Refectory or outside to ensure social distancing.
SMASH	How will SMASH operate in a COVID-19 secure manner?	<ul style="list-style-type: none"> A programme of visits to the shop to be coordinated by the Pastoral Deputy Headmistress. Year group access to SMASH will be as follows: Monday - Friday 10:25 – 10:50 Years 7 & 8 12:45 – 13:45 Years 9 & 10 18:00 – 19:00 All year groups 19:00 – 20:00 Year 11 & Sixth Form Saturday 12:45 – 13:05 Years 7 & 8 13:05 – 13:25 Years 9 & 10 13:25 – 13:45 Year 11 & Sixth Form Sunday 11:15 – 12:15 / 19:00 – 20:00 All year groups Sanitisation station at entrance to shop. Pupils from one bubble only allowed in the shop at one time. Only 8 pupils to be allowed in the shop at any one time (from one bubble).

		<ul style="list-style-type: none"> • Girls expected to queue patiently and to social distance by year group. • Screens to be placed on the counter to provide staff some separation from direct face to face contact with pupils. • Loose confectionery no longer available. • Pupils encouraged by shop staff only to touch an item when they intend to buy it. • Second hand uniform purchases by appointment only under COVID-19 secure arrangements. • Second hand uniform for selling in SMASH to be dropped off at the Maintenance Department so it can be passed to the Laundry for cleaning prior to handling. • Parcels maybe collected from SMASH at the times listed above.
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Academics

Lead: Mrs B Breedon, Academic Deputy Head

Area for consideration	Concern	Control Measures
Classrooms – capacity	<p>How can social distancing be best managed?</p> <p>Can the teacher remain 2m from the pupils?</p> <p>Can the pupils be encouraged to use the maximum classroom space available?</p> <p>Can the pupils avoid sitting face to face and side on?</p> <p>Can the classrooms be time-tabled to permit teaching zones for each bubble?</p> <p>Can classrooms be allocated to optimise the minimum number of pupils in the classroom to the maximum capacity of the classroom?</p> <p>Are the classrooms well ventilated?</p>	<p>In line with Reference A - Guidance for full opening – schools:</p> <ul style="list-style-type: none"> • All classrooms are set out to maximise the social distance between the teacher and the pupils. Each teaching space will be set up so that the teacher is 2m from the pupils. • Teachers are advised to remain behind the teacher desk to facilitate the 2m requirement. • The IWB/projection facility is positioned, where possible, in the middle of the wall at the front of the classroom. A presentation remote (clicker) is available for staff from IT Support. • A write-on whiteboard is positioned behind the teacher desk or a moveable board is provided. • A webcam is in place to project anything written on the whiteboard and a microphone is positioned on the teacher desk to ensure pupils learning remotely can actively engage in the lesson via Teams. • Teachers are asked to move swiftly between classrooms. A 10-minute gap has been introduced between lessons to permit teachers to arrive promptly to lessons and with time available to sanitise as required. • Teachers and pupils must avoid stopping in the corridors and minimise the risk of any congestion. • On entering and exiting the classroom, teachers must move swiftly to or from the teacher desk to avoid compromising social distancing. This route is at least 1m+ and on reaching the desk the teacher is 2m from the pupils. • Teachers are required to have a seating plan which ensures that pupils are spread out in the classroom space available. • Whilst pupils within bubbles are not required to socially distance, pupils should still be encouraged to keep their distance within bubbles where possible. • Pupil desks are arranged to ensure pupils face the front of the classroom. Group work is permitted but pupils are not permitted to sit face to face or side on, and any rearrangement of desks must be coordinated by the teacher and the desks returned to their original position at the end of the lesson. Markings on the classroom floor indicate how close the pupil

		<p>desks are permitted to the front of the classroom and in the vicinity of the teacher desks.</p> <ul style="list-style-type: none"> • Teaching zones have been established for each year group bubble. There are some classrooms that are required for use by girls in different bubbles and sanitising protocols must always be strictly adhered to. • The rooming of the school timetable aims to timetable classes into available classrooms with the maximum capacity to permit as much space as possible between pupils and between the teacher and pupils. • Windows should remain open to aid ventilation. • As teachers will be teaching in locations across the school, rather than in departmental areas, teachers are asked to consult with the Academic Deputy on all matters relating to the management of classrooms, including alerting the Academic Deputy to general day to day risk factors such as trip hazards.
Classrooms – expectations of staff and pupil behaviour	<p>What are the arrangements for entering and exiting the classrooms? Will sanitising protocols be required? Can the pupils move around the classroom? Can the teacher move around the classroom?</p>	<ul style="list-style-type: none"> • All classrooms are set out to maximise the social distance between the teacher and the pupils. A distance of 2m has routinely been achieved. • Teachers will endeavour to maintain the 2m distance from the pupils throughout the lesson. • When it is necessary for the teacher or pupil to move a desk/s, this should not compromise any social distancing requirements and should not permit face to face or side on interaction. The desk/s should be returned to the original position after the lesson. It is essential that the desks do not move too close to the front of the classroom: markings on the classroom floor indicate how close the pupil desks are permitted to the front of the classroom and in the vicinity of the teacher desk. • Pupils are not permitted to move around the classroom without the teacher's permission who will assess the risk before authorising this. • Pupils are not permitted to enter classrooms in designated zones for other year groups. • On arrival at the classroom, pupils and teachers must sanitise their workstation. Teachers will also be required to sanitise the keyboard, mouse and the projector remote control. If it is necessary to adjust the webcam, then this should also be sanitised before touching. • Sanitising wipes and gel will be available in all classroom. If supplies need replenishing then the teacher is asked to inform Housekeeping who will arrange replacements (dfossey@st-marys-ascot.co.uk). • When the teacher arrives at the classroom:

		<ul style="list-style-type: none"> ○ If the pupils are already in the room, the teacher must ensure the pupils are seated at their desks before entering. ○ If the pupils are outside, the teacher may ask them to line up in an orderly way before he/she enters the room first and then invite the pupils to enter or he/she remains outside and instructs the pupils to enter and sit down and then the teacher enters. ● Pupils may leave the classroom to use the toilet only when permission is given by the teacher and pupils may only use the designated toilets for their bubble. ● Pupils are to be encouraged by teachers to use the toilet during the 10-minute break between lessons if needed. ● Pupils and staff are required to regularly sanitise all shared equipment. Pupils and staff are required to wash hands before and after using or to use sanitising gel. This includes the printers located outside classrooms and in corridors.
Plans for movement around the school site	How can congestion in corridors be avoided?	<ul style="list-style-type: none"> ● A circulation plan is in place to make best and safest use of the principle corridors within the main building. This results in corridors and staircases becoming 'Two Way – Keep Left, No Stopping', 'Give Way' or 'One Way – No Stopping'. ● The corridors and stairs will be appropriately signed. ● The circulation plan will be disseminated by the Senior Deputy.
Availability of bathrooms for pupil bubbles during the school day	How can the risk of infection via bathrooms that pupils use during the school day be avoided?	<ul style="list-style-type: none"> ● Pupils will be allocated specific bathrooms for their year group bubble's use near the bubble's classroom zone area and in other specific departments: Year 7 – pupil toilets near the Rufus Sewell Studio Year 8 – two pupil toilets in one of the Boot Rooms and the Disabled Toilet in the OC, one pupil toilet in Science Department Year 9 – 3 pupil toilets in portaloos near MFL Year 10 – pupil toilets in boarding area in St Cecilia's and Skyport Year 11 – pupil toilets in Link Corridor and in Art Department LVI – pupil toilet in MFL, one pupil toilet in portaloos near MFL, pupil toilets in Music Department UVI – pupil toilets in Library, one pupil toilet in Science Department ● Pupils are required to use only the bathrooms allocated to their year group bubble. ● Pupils are reminded to avoid crowding in the bathroom areas. ● The extended 10-minute break between lessons allow for bathroom visits as necessary.

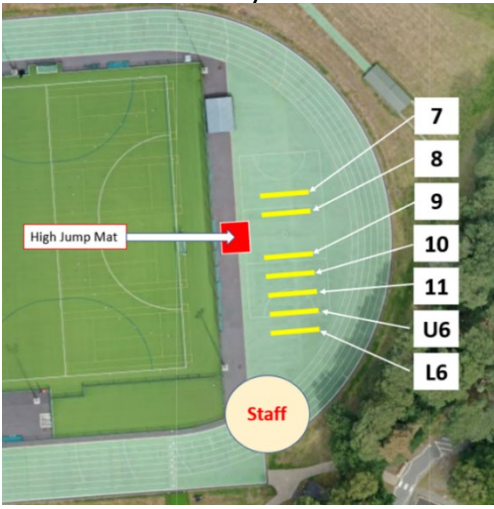
		<ul style="list-style-type: none"> • Bathrooms will be cleaned regularly throughout the day.
Class sizes	Will the classroom layout and class size permit the teacher to be 2m socially distanced from pupils in all classrooms?	<ul style="list-style-type: none"> • All classrooms will be set up to ensure the teacher can remain 2m from the pupils providing they remain behind the teacher's desk. • The room with the maximum capacity available within the teaching zone will be timetabled to permit maximum space between pupils. • Heads of Department have adjusted class sizes to facilitate the most efficient and safest use of the available classrooms. • Seating plans must ensure full use of the available space to maximise the distance between pupils even within the same bubble.
1-2-1 lessons and meetings with pupils	<p>How will Oxbridge lessons be facilitated?</p> <p>How will SEND lessons be facilitated?</p> <p>How will subject clinics and 1-2-1 support lessons be facilitated?</p> <p>How will MFL orals be managed?</p>	<ul style="list-style-type: none"> • When possible, Oxbridge, 1-2-1 support and SEND lessons will be timetabled in a classroom in the designated year group zone. When this is not possible, a shared space will be allocated that best fits the teaching requirements and minimises the travel required by pupil and teacher. • Impromptu meetings may only take place in rooms which permit 2m social distance between pupil and teacher. • Subject clinics will be timetabled in the designated year group zone or in the department area by prior arrangement with the Academic Deputy Head. • MFL oral lessons will be timetabled in the designated year group zone or in the department area by prior arrangement with the Academic Deputy Head. MFL oral lessons after 16.30 may take place in the MFL block.
Marking of work	What can be done to minimise the risk of cross-contamination when marking pupil's work?	<ul style="list-style-type: none"> • Government guidance (Reference A - Guidance for full opening of schools – Section 1, Part 5, last paragraph) does permit teachers to share books and resources with pupils whilst noting that unnecessary sharing should be avoided particularly if it is not contributing to the pupils' education. • Teachers are asked to wash their hands before and after handling pupils' books. Gloves will be available and face coverings may be worn if staff consider these to be a necessary additional mitigation measure.
Remote education	What consideration is made to support pupils who cannot attend school, for example overseas pupils or extremely clinically vulnerable pupils?	<ul style="list-style-type: none"> • Pupils will continue to learn remotely as necessary with lessons taught on Microsoft Teams. When pupils are working remotely, all lessons will be recorded.
Study locations	Where will the pupils complete their study?	<ul style="list-style-type: none"> • Sanitising protocols must be adhered to in all study rooms, overseen by boarding staff. • Year 7 will complete study in Rooms 10 and 11. • Year 8 will complete study in Rooms 14 and 15. • Year 9 will complete study in the Maths rooms.

		<ul style="list-style-type: none"> • Year 10 to UVI will complete study in their own rooms. • The Junior and Senior Libraries will continue to be available. However, pupils must only enter these spaces if there is space and it is safe to do so. Social distancing must be a priority and sanitising protocols must be adhered to.
Evening lessons	Where can I teach in the evening?	<ul style="list-style-type: none"> • Regular lessons timetabled in tea will usually be timetabled in the designated zones. Any additional requests to organise lessons in tea should be submitted to the Academic Deputy who will timetable a suitable room. • With the exception of the rooms which are used for study, it is possible to use any other space in the evening to meet with a pupil/s or deliver a lesson, and using a room in the designated teaching zone is preferable. Social distancing and sanitising protocols must be adhered to. The majority of offices do not permit adequate social distancing to meet with pupil/s and so staff must use alternative locations.

Pastoral and Boarding

Lead: Mrs J Devine, Pastoral Deputy Head

Area for consideration	Concern	Control Measures
The boarding areas	<p>Rooms - safe occupation levels</p> <p>Bathrooms</p> <p>Staffing and movement between areas</p> <p>Flow of pupils upstairs in the main building on corridors and staircases</p> <p>Arrangements for trunks</p> <p>Cleaning arrangements</p> <p>Fire procedures and evacuation</p> <p>Lockdown procedures</p>	<ul style="list-style-type: none"> Pupils are in year group bubbles and must socially distance from other year groups. Pupils must not enter other year groups' boarding areas. Within a bubble, pupils should strive to maintain an element of social distancing although it is accepted that in the boarding context this is not always possible. Bathrooms are allocated to Year Groups (bubbles) in their boarding areas (with appropriate signage) and pupils may only use their designated bathroom areas. Residential staff will remain with their own year group and maintain 2m social distancing as far as possible. Boarding rotas have been adjusted to minimise movement of EBAs and graduate assistants between year groups and emphasis placed on good hand and respiratory hygiene when moving between different boarding areas. Heads of House may continue to visit girls in the boarding areas in different bubbles in their house, but must wash their hands between visits to different bubbles. Masks, visors and gloves may be worn by boarding staff if desired and to achieve social distancing of 1m+ when 2m is not possible. One-way systems on main staircase up to Chimneys I and to Cabins. One way through corridor to Year 7/8/9 common rooms to exit via the Year 8 common room onto the Link Staircase. Pupils instructed to keep moving on staircases and in corridors where more than one year group bubble has access. Pupil access to infirmary via most direct route and without lingering in corridors. Keep Left and Give Way signs are in place at busy points. Chimneys I is for Year 7 access only. Housekeeping timings extended to 7 days per week to allow for cleaning throughout the day, especially of frequently touched surfaces. Residential staff to wipe down frequently touched surfaces as necessary. Older boarders to vacate rooms on the days they are being cleaned and work elsewhere (notices will be posted for information).


		<ul style="list-style-type: none"> Fire procedures to be explained on first night as usual including new fire assembly point (athletics track high jump D). All boarders to be walked through procedure and exit routes by residential staff as usual.  <p>The image is an aerial photograph of a green athletics track. A red square on the track is labeled 'High Jump Mat' with a white arrow pointing to it. To the right of the track, a vertical list of year groups (7, 8, 9, 10, 11, U6, L6) is shown, with yellow arrows pointing from each group to a corresponding position along the track's edge. A yellow circle labeled 'Staff' is positioned at the bottom of the track, indicating the assembly point.</p> <ul style="list-style-type: none"> When the alarm sounds, the priority remains the immediate evacuation of the buildings, and pupils and staff are reminded that they should use the shortest exit route, even if this means going through other year group's areas or going the wrong way down a one way corridor. Emphasis on year groups maintaining social distance when lining up at the fire assembly point. The lockdown procedure as outlined in the Lockdown Policy, summarised as "run-hide-tell", remains the priority. It is recognised that social distancing is not the priority in emergency circumstances. Trunks will be dropped off by parents to designated year group areas as coordinated by the Pastoral Deputy Head and the Estates Manager. Parents are asked not to leave their vehicles at drop-off.
Common rooms and recreation	Social distancing in common rooms Maximum occupancy Outdoor recreation arrangements Kettles, toasters and other shared equipment Newspapers Access to hot drinks and snacks Cubbies for book storage	<ul style="list-style-type: none"> Year groups are allowed in their designated common room only. A one way system is in place to enter and exit Year 7 to 9 common room area. External door to the Y10 common room (the "Mushroom") to be opened. Common room maximum occupancy of whole year group. Must be 2m socially distanced from staff. Additional outdoor furniture has been put in place to encourage girls to be outside as much as possible.

		<ul style="list-style-type: none"> • All shared equipment to be regularly sanitised and not transferred between year groups. Staff to wash hands before and after using. • Newspapers not available in hard copy and pupils instead directed to current affairs sources on-line. • Usual access to hot drinks and snacks in common rooms. Sanitising wipes and hand gel readily available. Designated areas for break and tea snack distribution. • Outside of cubbies to be sanitised regularly. Cubbies in common rooms to be used by Years 7 and 8. Year 9 encouraged to keep books in rooms.
Girls Refectory	<p>Maximum occupancy at any given time</p> <p>Entry, queuing and exit</p> <p>Movement around the Pupil Refectory.</p> <p>Specific arrangements for different meals and snack times.</p>	<ul style="list-style-type: none"> • See Catering section below. • Timetabled use of Girls Refectory and Staff Refectory (repurposed as another large space for girls) to enable social distancing by year group. • One way systems for entry, queuing and exit. • Rota system for breakfast, lunch and supper. • Separate areas for break and tea, snacks and drinks.
Infirmery	<p>Arrangements for GP appointments in school</p> <p>Escorts to external appointments (Index House etc)</p> <p>Protection of nurses</p> <p>Isolation of unwell girls</p> <p>Management of routine illness (non-COVID)</p> <p>Pupils and staff with underlying health issues</p> <p>Protocol for dealing with a suspected case of COVID-19 in school</p>	<p>General infirmery matters</p> <ul style="list-style-type: none"> • The school GP will continue to conduct regular appointments, and further appointments are also available via Magnolia House as required. Regular immunisations and other standard health procedures will continue to take place as necessary. Appointments for external support (such as physiotherapy or visits to Index House) will continue to take place, and girls will be escorted in line with the current social distancing guidelines. • Nurses to triage and care for unwell pupils. PPE available for nursing staff and training for nurses to be provided by the school doctor during INSET – symptoms of COVID (including those less common), PPE and caring for someone with symptoms. • Separate “hot” area identified for isolation within the infirmery for potential COVID cases. Routine illnesses to be triaged in the “cold” area. • NHS clinical assessment flowchart for nurses for what to do if pupil presents with COVID symptoms – coordinated by the school doctor in consultation with the Pastoral Deputy Head and the Senior Nurse. • List of vulnerable staff and pupils to be kept by school senior nurse and the Pastoral Deputy Head to keep staff updated as necessary. • Pupils and staff will be regularly reminded that they must report immediately should they display one or more of the symptoms of COVID-19.

		<p>If a pupil has symptoms of COVID-19</p> <ul style="list-style-type: none"> • The pupil should report immediately to the infirmary, where they will be isolated and cared for by the nurses. A test will be administered and the pupil's bedroom will be deep cleaned. • Other pupils in the year group "bubble" should continue in school until there is a confirmed test result, continuing to social distance from staff and from other year groups. • The relevant staff will be informed that a pupil is being tested for COVID-19 and reminded of the importance of continuing to follow social distancing measures and good hand hygiene discipline. • Any pupil who develops symptoms of COVID-19 at home should not return to school and should contact their Head of House. <p>If a pupil obtains a positive test result for COVID-19</p> <ul style="list-style-type: none"> • In the event of a confirmed case of COVID-19 in a pupil, and in line with government requirements, the school will contact Public Health England and NHS Test and Trace immediately for further advice and guidance. • The school will also conduct internal contact tracing to identify the pupil's closest contacts in order to expedite the work of NHS Test and Trace. These pupils will likely be directed by NHS Test and Trace to isolate at home or with their guardian for 14 days, in accordance with current government guidance. Lessons will continue remotely for pupils isolating at home and for those remaining in school. Additional provision will be made for any pupil who needs to self-isolate but who for any reason cannot immediately return home or to their guardian. <p>If a member of staff has symptoms of COVID-19</p> <ul style="list-style-type: none"> • Staff with symptoms of COVID-19 should not come to work, remaining at home, and following government advice for obtaining a test and self-isolating. • Staff should inform their line manager and a member of SMET immediately; teaching staff should also inform the Academic Deputy Head by email (copying in absence@st-marys-ascot.co.uk) and verbally (via a phone call or voicemail message). If a member of staff develops symptoms whilst at work they should go home immediately, informing their line manager and a member of SMET (the Academic Deputy Head if a teacher). • Staff should inform the school of their test results as soon as possible. If a member of staff tests positive for COVID-19 the school will inform Public
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		Health England who will advise on further measures as necessary in addition to NHS Test and Trace.
Laundry	Drop off and collection of pupils' laundry Bed-up and sheet change	<ul style="list-style-type: none"> • Rota for drop-off and collection of pupils' personal laundry: <ul style="list-style-type: none"> ○ Monday - Friday <ul style="list-style-type: none"> ○ Years 7 to 10: 07:00 – 07:30 (when on Late breakfast) / 07:30 – 08:00 (when on Early breakfast); Year 11 / Sixth Form 16:30 – 17:30; ○ Sunday: <ul style="list-style-type: none"> ○ Any pupil 09:00 – 10:00. (The laundry is not open on Saturdays.) • One-way system will be in place in the laundry and girls expected to social distance by year group and maintain social distance from laundry staff. • Bed-up will take place as normal, supervised by residential staff.
Day boarders	Temperature testing arrangements What to do if unwell Day Boarder room Where to change for Sport. Access to boarding areas.	<ul style="list-style-type: none"> • Day boarder parents to be requested to be extra vigilant. • Day boarders instructed to wash hands at Reception on arrival. • Day boarders to be in their year group bubble and so can go to boarding areas for their bubble. • Day boarders in Years 7 to 9 to also form smaller day boarder bubble to use the Day Boarder room. • Day boarders in Years 10 and above to have use of Day Boarder rooms for study and storage in their year group's boarding area.
Independent Listener	Maintaining social distancing and availability of support.	<ul style="list-style-type: none"> • Independent Listener and school counsellors are able to socially distance in room and will have window open to maximise ventilation. • Willing to talk with girls remotely if they would prefer.
Heads of House offices / boarding office	Maintaining social distancing and availability of support.	<ul style="list-style-type: none"> • HoH can socially distance 2m from pupils in their offices • Supply of hand gel, tissues, wipes and bin to be provided in every HoH office. • Telephones to be wiped before using (regular pupil use in the evenings) • Offices to continue to be cleaned regularly.
FastVein	Contamination risk of scanners	<ul style="list-style-type: none"> • Fobs to be provided for all girls on arrival so that keypads for door entrances and scanners for registration are not required to be touched.
Wellbeing	Wellbeing provision considering COVID-19 Arrangements / support for vulnerable pupils and those with bereavement or particular anxiety around COVID-19. Induction for new girls, boarding staff and grads Support for boarding and pastoral staff	<ul style="list-style-type: none"> • Signed up to BSA COVID-SAFE charter to provide reassurance for girls and parents, especially to those travelling from overseas. • Wellbeing and bereavement support to be included in start of term pastoral update from Pastoral Deputy Headmistress. • Pastoral Deputy Headmistress and HoB to be instrumental in providing overview and support for boarding staff.

		<ul style="list-style-type: none"> • Induction for new staff and grads to include additional training about supporting girls' wellbeing within the context of COVID-19. • Induction for new girls to include focus on wellbeing, particularly within context of COVID-19. • New pupil Wellbeing Committee to provide additional support and understanding about wellbeing. • Medical chaperoning to be available for girls who need to attend appointments. Due to the close proximity required for chaperoning pupils in taxis this will not be a compulsory responsibility for staff. When travelling to medical appointments by taxi, both staff and pupils will be required to wear a face mask whilst in the taxi. • The school will ensure that any taxi company used has a clear COVID policy and all requirements for passengers within that policy must be followed by chaperones and pupils.
Exeats	Travel arrangements Activities at home Fixed and floating exeats Leaving the school site for trips to Sunninghill etc	<ul style="list-style-type: none"> • No London bus. • Pupils and parents are required to respect government guidelines when travelling and use private transport where possible. • Staggered departure and return times for different year groups ease traffic congestion and assist with social distancing on site. • Exeats are permitted but pupils and parents are asked to respect social distancing guidance when at home. • Enhanced fixed exeat provision for those choosing to stay in school. • Leaving site permitted in accordance with the normal rules for different year groups, but pupils must follow social distancing guidelines and wear masks whenever necessary. Mixed year group trips must be socially distanced.
Pet Shed	Will pets be allowed back? How do girls care for pets in their bubbles?	<ul style="list-style-type: none"> • Pupils may continue to have pets in school and enjoy the Pet Shed but must practise social distancing from other year groups when in the area. • Pupils from a single year group only should be inside each of the sheds at one time, and pet owners should continue to be considerate of the needs and wishes of others as well as themselves. • Inviting groups of friends to the Pet Shed should be avoided at busy times. • Hands should be washed on arrival and on departure from the Pet Shed area. Pet owners must continue to practise good hygiene in the care of their pets.

Playground	Risk of cross infection as a result of use of the playground.	<p>These control measures have been developed in line with the Government Guidance 'COVID-19 – Guidance for managing playgrounds and outdoor gyms'.</p> <ul style="list-style-type: none"> • Playground to reopen on Tuesday 25 August 2020 prior to return of pupils to allow for a period to test our control measures when only children of staff that live on site can use the facility. • The playground is a private facility for use by only pupils and children of staff who live on site. This reduces the risk of introducing the virus into the school considerably as there is no access by the general public. • A sign setting out the COVID-19 secure regulations for the use of the playground is posted prominently at both entrances to the playground. <div data-bbox="1361 448 1921 807" style="border: 1px solid red; padding: 10px; margin: 10px 0;">  <p style="text-align: center;">Staying safe in the playground during COVID-19</p> <ul style="list-style-type: none"> • Private playground – only for members of the school community. • If busy, please come back later. • Clean hands with alcohol gel before and after use. • Bubbles must not mix: <ul style="list-style-type: none"> • Members of one year group only on one piece of equipment. • Strict social distancing between year groups. • Equipment will be sanitised on a daily basis. </div> <ul style="list-style-type: none"> • Playground is in the open air and therefore risk of cross infection is reduced. • Alcohol gel is available at both entrances to the playground and children are required to apply gel prior to using the equipment. • Children from different year groups may access the playground at the same time but only one year group is to use one piece of playground equipment at any particular time. • The playground equipment will be sanitised on a daily basis on Monday to Friday by the Estates Department and term-time Saturdays and Sundays (excluding exeats) by the Sports Assistants.
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Safeguarding	Updated safeguarding measures to reflect the reopening of the school site to teachers and pupils, and the hybrid model of live and remote learning which may take place.	<ul style="list-style-type: none"> • Annex C: Safeguarding and Child Protection during the COVID-19 measures was added to the Safeguarding Policy and circulated to all staff in March 2020. In order to reflect the reopening of the school site to pupils and teachers and the hybrid model of in-person and remote teaching and learning which may now take place, the Annex was updated for September 2020. It is published in the Staff COVID-19 Handbook and on the school website, and further safeguarding training was delivered in INSET in September 2020 by the Pastoral Deputy Head. • Introduction of CPOMS and the flag system in SMAPP improves all communication between staff, including raising low level concerns and improved record keeping.
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Pupils

Lead: Mrs C Elliott, Senior Deputy Headmistress

Area for consideration	Concern	Control Measures
Monitoring the health of the school community	How will the school identify pupils with COVID-19 symptoms?	<ul style="list-style-type: none"> Public Health England does not recommend regular routine temperature checking. All pupils and staff will be reminded frequently to report immediately if they have any of the COVID-19 symptoms: a new or persistent cough, a temperature, loss of test and/or smell. Parents of day boarders are reminded to be vigilant about any possible symptoms and keep pupils at home if they are unwell. Any member of the school community who has symptoms will be isolated and tested, and the school will seek the advice of Public Health England should there be a positive result.
Hygiene	Minimising the risk of infection	<ul style="list-style-type: none"> Expectations made clear to pupils by staff about hygiene, and modelled by staff: <ul style="list-style-type: none"> follow the catch it, bin it, kill it guidance to minimise the risk of airborne contamination. Tissues and bins are readily available throughout the school, regularly checked and restocked. wash hands regularly for 20 seconds with soap and water. Extra handbasins have been installed so that they are readily available around the school site. Hand gel readily available around the school site in classrooms and other areas, such as the refectories. Disinfecting wipes readily available for use by pupils and staff to wipe down equipment and surfaces. Handwashing or the use of hand sanitiser is essential before lessons, at lunch time, and directly after lessons, and before and after eating or drinking.
Social distancing	Pupils may not abide fully by the school's plan for social distancing	<ul style="list-style-type: none"> Sanctions made clear to pupils for not abiding by social distancing protocols in school. Behaviour Policy updated accordingly and communicated to pupils and staff at the start of term.

Individual pupils who may be at a greater risk	Ensuring that appropriate measures are in place for the safety of all pupils, including those in groups which may be at a greater risk from COVID-19	<ul style="list-style-type: none"> It is recognised by the authorities that young people are at much less risk of developing serious illness as the result of COVID-19. The parents of any pupil who is at a higher risk because of a pre-existing health condition should work with the pupil's Head of House, the Pastoral Deputy Head and the Senior Nurse to ensure that appropriate measures are in place.
Reporting any concerns about adherence to protective and preventative measures.	Should the systems we have in place not function as they should, or individuals not comply with the expectations laid out in the Staff and Pupil Handbooks, then the school would wish to be able to address promptly any issues.	<ul style="list-style-type: none"> Pupils and staff are encouraged to contact the Senior Deputy Head, the Pastoral Deputy Head or their Heads of House with any concerns as soon as possible.
Communicating expectations to pupils	How will the school ensure that pupils understand and comply with the measures in place to reduce risk?	<ul style="list-style-type: none"> A COVID-19 Pupil Handbook was distributed to pupils and parents before the start of term in September 2020. Talk by the Headmistress on line to all pupils before the start of term and to each year group in person at the start of term, setting out expectations and the sanctions for not complying. All staff directed to monitor pupils' compliance with the risk assessment measures and report to their line manager should there be any concerns.
Support for pupils with SEND	Pupils with SEND may need specific help and preparation for the changes that COVID safe measures will involve	<ul style="list-style-type: none"> Academic Deputy Head and SENDCo to liaise to discuss and plan to facilitate the meeting of these needs. Strategies for teaching SEND pupils on Teams produced. Subject teachers are required to record additional support in place and effective strategies in the school's management information system. SENDCo is required to closely monitor the progress of SEND pupils and alert the Heads of House and Academic Deputy Head to any concerns.
New girls	What are the procedures for the induction of girls new to the school this term?	<ul style="list-style-type: none"> HOH to co-ordinate welcome and orientation of the school with minders. Fire and lockdown procedures: fire and lockdown procedures in the boarding areas explained by residential staff on the first evening and all girls walked through the exit route(s) to the fire assembly point. Further fire safety and lockdown instructions provided as part of induction programme.

Staff

Shared Lead: Academic – Mrs CF Elliott, Senior Deputy Headmistress and Mrs B Breedon, Academic Deputy; Pastoral - Mrs JE Devine, Pastoral Deputy Headmistress; Support Staff – Mr GK Brand, Bursar

Area for consideration	Concern	Control Measures
Social distancing	Transmission risk within the school community	<ul style="list-style-type: none"> It is strong public health advice that whenever and wherever possible staff maintain social distance from pupils, staying at the front of the class, and away from their colleagues. Ideally, adults should maintain 2m distance from each other, and from the pupils. All lessons and activities must be organised in such a way that maximises opportunities for social distancing. Residential staff will remain with own year groups and socially distance from the pupils as much as possible. Boarding rotas will minimise movement of EBAs and graduate assistants between year groups and emphasis placed on good hand and respiratory hygiene. Masks, visors and gloves can be worn if desired. Whenever and wherever possible, meetings between members of staff to take place in locations that permit a 2m distance between individuals.
Staff who show symptoms of COVID-19	Infection risk of COVID from staff to colleagues or pupils	<ul style="list-style-type: none"> Staff must not come into school if they have any symptoms of COVID-19. Any member of staff who develops symptoms must notify their line manager and a member of SMET immediately; teaching staff should also inform the Academic Deputy Head by email (and copy in absence@st-marys-ascot.co.uk) and verbally (by phone call or voicemail message). Staff who test positive must remain at home until the current government guidelines permit them to return to work. Teaching remotely via Microsoft Teams to continue when self-isolating and feeling well.
Office arrangements	Adequate space must be available for social distancing	<ul style="list-style-type: none"> Department offices spaces permit a 2m distance between staff. Heads of Department to agree protocols for entry and exit of department offices to avoid congestion and encourage staff to only pass briefly. Windows and doors (not fire doors) to be kept open as much as possible to aid ventilation.
Availability of bathroom facilities for staff	Adequate space must be available for social distancing	<ul style="list-style-type: none"> Staff are advised to use the bathrooms that are normally allocated to staff around the school site, using those which are closest to where they are in order to minimise traffic around the site.

		<ul style="list-style-type: none"> • Staff should give way to those who are leaving the bathroom area to avoid crowding and ensure 2m social distancing. • Staff bathroom facilities will be regularly cleaned throughout the day.
Key staff availability	Will there be adequate staffing levels of key staff?	<ul style="list-style-type: none"> • Senior Deputy Head can deputise for the Headmistress. • Two Designated Safeguarding Leads live on site. • Supervision levels – use of boarding staff and cover staff in case of teacher absence • Support staff Heads of Department have nominated deputies.
Reporting system to raise concerns	Should the systems we have in place not function as they should, the school would wish to be able to address promptly any issues.	<ul style="list-style-type: none"> • Staff are encouraged to contact directly the Senior Deputy Head or the Bursar with any concerns as soon as possible. • If staff are not content with any COVID-19 secure measures and their concerns are not properly dealt with, the school has a Whistleblowing Policy in the Staff Employment Manual. • Pupils are encouraged to directly contact the Senior Deputy Head, Pastoral Deputy Head or their Heads of House with any concerns as soon as possible.
Travel to and from school	How is the risk of the infection of staff from public transport to be minimised?	<ul style="list-style-type: none"> • Staff are encouraged to travel to school by private car if possible and to avoid public transport. • Should staff use public transport to travel to school, they should comply with all social distancing and safety requirements. • Car sharing by those not in the same household should be avoided where possible. • Staff should wash their hands immediately upon arrival at school.
Communication and training	Will guidance and training be provided to staff to ensure they can understand and enforce the new routines?	<ul style="list-style-type: none"> • A Staff Handbook (COVID-19) was disseminated in September 2020 after a period of consultation to staff. • Wednesday Staff Meeting staff will be briefed on measures at the Michaelmas term INSET. • Support staff briefed by the Bursar on return from furlough and by their Head of Department.
Staff wellbeing	Clarity of expectations, guidance for staff and support available.	<ul style="list-style-type: none"> • A Staff Handbook (COVID-19) was distributed to staff to set out clearly the measures in place to manage risk at school and guidance for staff about the return to school. Initial distribution of handbook was a consultation allowing staff to comment as necessary. • Time dedicated to raising concerns allocated at staff INSET. • Heads of Departments will continue to have open conversations with SMET links about the needs of their departments.

		<ul style="list-style-type: none"> • All staff are encouraged to raise any concerns with their line managers or SMET in order to engage in conversation to support and reassure staff.
Diversity	How is the school managing the increased risk of COVID-19 to BAME staff and pupils?	<ul style="list-style-type: none"> • The school is aware of the reported increased risk to BAME staff and pupils and are content that the full implementation of the control measures set out in this risk assessment minimises the risk to this section of our community. • The school particularly encourages any BAME member of staff who have any concerns with regard to their safety to raise them with their Head of Department or SMET link as a matter of urgency so that they can be discussed and addressed as necessary. • The school will encourage any BAME pupils to raise any concerns with their Head of House, the Pastoral Deputy Headmistress or Senior Deputy Headmistress.

Visitors

Shared Lead: School Visitors General – Mrs CF Elliott; Contractors – Mr GK Brand, Bursar

Area for consideration	Concern	Control Measures
All visitors	<p>Limiting the risk of introducing the virus into the school community</p> <p>Engagement with NHS Track and Trace</p>	<ul style="list-style-type: none"> All visitors directed to enter the school by one of two entry points – Reception or (for contractors) the Estates Department. Expectations at the entry point made clear to visitors by signage and reception staff: <ul style="list-style-type: none"> No entry if a visitor is experiencing COVID-19 symptoms or has tested positive for COVID-19. No entry if they or a member of their household are self-isolating or quarantining. All visitors must wash hands upon entry into school. All visitors to record their contact details upon arrival at the school to fulfil NHS track and trace requirements. Any pre-arranged visitors are told not to come to the school should they exhibit any of the symptoms of COVID-19 such as fever, a new, persistent cough, shortness of breath, loss of taste or smell. Signage making this clear displayed at Reception and the Estates Department. Contractors are invited to allow the school to take their temperature prior to starting work. If raised, the contractor will be invited to leave site. A Perspex screen is in place at Reception. Social distancing rules to be followed at all times.
Current parents and entry to the school	Limiting the risk of introducing the virus into the school community	<ul style="list-style-type: none"> Parents are asked not to enter the main school building. Special arrangements made for dropping off pupils.
Prospective parents meetings with the Headmistress	Limiting the risk of introducing the virus into the school community	<ul style="list-style-type: none"> Social distancing rules to be adhered to at all times. Tours to be taken by staff rather than pupils.
Open Mornings	Large gatherings do not comply with government guidance	<ul style="list-style-type: none"> These will be done remotely until the government allows large gatherings
Alumnae reunions	Mass gathering	<ul style="list-style-type: none"> Will not take place until government allow large gatherings. Online streaming of Sunday Mass provides contact.

Reception	<p>Contact with external visitors</p> <p>Royal Mail</p>	<ul style="list-style-type: none"> • Screen installed and no access to Reception for any other member of staff (cord barrier being put in place). All visitors asked to wash hands. Badges cleaned after each use. Hand sanitising gel and wipes to be readily available. • Post is being dropped and collected from doorstep. Receptionist to use gloves/wash hands after handling post. • Parcels will be sanitised by the Parcels Office on receipt and prior to distribution.
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Housekeeping

Lead: Mr G Brand, Bursar

Area for consideration	Concern	Control Measures
General		<ul style="list-style-type: none"> The Housekeeper has produced a detailed departmental risk assessment for the housekeeping operation which can be reviewed on request. A housekeeping plan has been developed by the Housekeeper and Bursar which will guide the Housekeeping operation during the Lent term 2021. Deep cleaning of the entire school site has taken place prior to the reopening of the school in March 2021.
Sanitising plan	To what extent will Housekeeping provide a comprehensive cleaning/sanitising regime in the school?	<ul style="list-style-type: none"> The Housekeeping team will now provide the following service: <ul style="list-style-type: none"> Normal cleaning as experienced in the past. Increased emphasis on sanitising all surfaces and touchpoints such as door handles, push plates, keyboards, toilets and staircase handrails. Increased presence throughout the school day (8am to 6pm, Monday to Friday) and at weekends (7am to 6pm on non-exeat weekends). A member of the Housekeeping team will be present on reduced hours for cleaning and sanitising on exeat weekends when pupils are in the school. In addition to sanitising wipes and the use of normal household detergents and bleach (in accordance with government guidelines) for sanitising, the school has procured a number of disinfectant spray machines (known colloquially as 'fogging devices') which enables larger surface areas to be cleaned quickly. Selected staff have been trained to use these devices such that the important contact time between the surface and the chemical is achieved.
Testing	How will the 'Test Centre' be sanitised?	<ul style="list-style-type: none"> The Housekeeper will allocate a dedicated cleaners/sanitisers to the marquee when it is open for testing. This individual will be trained in accordance with the NHS on-line training. They will be required to sanitise the swabbing booths between each person making use of the booth. The Housekeeper will instruct her fogging team to sanitise the larger areas of the marquee on a regular basis.
Housekeeping staff	Availability of sufficient housekeeping staff to ensure the housekeeping plan can be executed.	<ul style="list-style-type: none"> Additional Housekeeping staff have been employed to enable coverage throughout the working day and at non-exeat weekends.

Laundry	Efficiency of laundry provision and social distancing for laundry staff maintained.	<ul style="list-style-type: none"> • Bedding will be taken to the laundry weekly by the pupils on their designated day organised by the residential staff and will follow Covid-secure procedures in the laundry. • Pupil access to the laundry is controlled by a schedule overseen by the Pastoral Deputy Headmistress. • Only 6 pupils allowed in laundry at any one time with queuing to be overseen by housekeeping staff. • One way system using the back door. • Laundry open for increased hours to include afternoons and Sunday mornings to reduce crowding. • Measures put in place to safeguard the laundry staff such as appropriate PPE for handling soiled laundry and social distancing.
Waste disposal	How will the school ensure the safe disposal of waste?	<ul style="list-style-type: none"> • Contaminated waste or suspect contaminated waste will be double bagged and placed in a designated container for 72 hours in the Estates yard. It will then be disposed of in the normal manner.
Resources	How will the school ensure there are sufficient sanitising resources and related PPE available for the school to operate COVID-19 Safe?	<ul style="list-style-type: none"> • The Housekeeper is responsible for the procurement and restocking of sanitising resources and related PPE. • The Housekeeping Plan includes details of the distribution of these resources such as: <ul style="list-style-type: none"> ○ Two packets of wipes per classroom. ○ One sanitising gel per classroom. ○ Gloves in all staff work rooms.
Contingency cleaning		<ul style="list-style-type: none"> • If a pupil is a suspect COVID-19 case or a confirmed case then Housekeeping will be immediately informed and all identified risk areas will be deep cleaned. If Housekeeping is not available, the area(s) will be sealed off temporarily. • The laundry from a pupil who is a suspect COVID-19 case or a confirmed case will be double bagged with a red outer bag. This will then be washed in accordance with government guidelines.

Personal Protective Equipment (PPE)

Shared Lead: Mrs CF Elliott, Senior Deputy Headmistress and Mr GK Brand, Bursar

Area for consideration	Concern	Control Measures
Face coverings	The school's policy on the wearing of face coverings.	<p>Government guidance on the use of face coverings in education settings continues to evolve in response to World Health Organisation and Chief Medical Officer advice. Face coverings in education was updated and republished in March 2021. This documents states:</p> <p><i>Where pupils and students in Year 7 and above are educated, we recommend that face coverings should be worn by staff, pupils and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils and students when outdoors on the premises. In addition, we now also recommend that in those settings where pupils and students in year 7 and above are educated, face coverings should be worn in classrooms and during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</i></p> <p><i>We are recommending these additional precautionary measures for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep this under review and update guidance at that point.</i></p> <p>Taking this advice into account, the school has set out two Face Covering Protocols - one for Pupils and one for Staff. These were published on 5 March 2021 and given wide circulation amongst pupils and staff. These documents which set out the school's approach to face coverings are both kept under review and will be updated should the position change. These protocols can be obtained from the Senior Deputy or Bursar.</p>
Personal Protective Equipment	Other PPE	<ul style="list-style-type: none"> The school will also provide other PPE (e.g. gloves, aprons, visors) as required. There are specific requirements recorded elsewhere for the wearing of COVID related PPE in the Testing Centre and in the infirmary.
Procurement	How will the school ensure there is PPE available as required by school staff?	<ul style="list-style-type: none"> The Housekeeper is responsible for monitoring stocks of PPE and replacing them as necessary.

		<ul style="list-style-type: none"> • Pupils will be required to return to school with six reusable face coverings. • Should a member of staff choose to wear a face covering but is not in a role which requires face covering, then the member of staff should use their own face covering.
Housekeeping		<ul style="list-style-type: none"> • Housekeeping staff will be required to wear PPE when cleaning an area which has been identified as school high risk. For example, a pupil's bedroom following the departure of the pupil with suspect or confirmed COVID-19. • PPE used by Housekeeping staff in a school high risk environment will include face masks, goggles or visors, gloves and aprons. • These are to be disposed of in accordance with suspect waste disposal (see housekeeping section) less the visor or goggles which should be thoroughly cleaned with normal household detergents. • Laundry staff will wear visors when handling soiled laundry.
Catering		<ul style="list-style-type: none"> • Catering staff will wear PPE when serving food and at times when preparing food in line with the Catering Department Risk Assessment.

Security

Lead: Mr G Brand, Bursar

Area for consideration	Concern	Control Measures
General site security		<ul style="list-style-type: none">• Night porter continues to be employed to provide a security presence during silent hours.• School continues to retain Premier Security as a back-up for the night porter and other school staff.• External lighting and CCTV, both of which have been maintained during lockdown, will continue to help safeguard school staff and pupils during silent hours.
Access to school buildings	Cross contamination as a result of using pin access control.	<ul style="list-style-type: none">• New access control introduced across the site for Michaelmas term remains in place. This has allowed all staff and pupils to be provided a fob/card giving touch-free secure access.

Catering

Lead: Mr G Brand, Bursar

Area for consideration	Concern	Control Measures
General		<ul style="list-style-type: none"> Catering manager has produced a detailed departmental risk assessment for the catering operation which can be reviewed on request. Senior Deputy Head, with the Catering Manager and Bursar, has developed a detailed catering plan based on this risk assessment which will be disseminated to staff and pupils.
Main kitchen staffing	To introduce effective social distancing in the main kitchen environment to reduce the risk of staff infecting other staff.	<ul style="list-style-type: none"> Not allowed into work if exhibiting COVID-19 symptoms. Not allowed into work if another member of household is self-isolating or suffering from symptoms or has tested positive. Working hours and shift patterns for most catering staff have changed to reflect the new catering plan. Chef brigade to be divided into two bubbles/shifts. Each bubble will not mix with members of another bubble. Staff restricted, depending on role, to specified areas. Staff trained in COVID-19 secure practices.
Pupil Refectory	Minimising risk of virus being passed between pupils or between staff and pupils	<ul style="list-style-type: none"> Since each year group is a bubble, no need for 2m social distancing within the bubble however maximum effort made to keep some separation. This therefore restricts Pupil Refectory capacity to three year groups at any one time. Tables and chairs set to keep bubbles separate by at least 2m and within bubble 1m plus. Pupils are not permitted to face each other over a table. Queueing to be managed to reduce risk: <ul style="list-style-type: none"> Two door entry system introduced. Catering plan directs time for each year group and which door and counter to use. Plan is to limit pupil time in queue and where possible not in chapel corridor. Reduced capacity of Pupil Refectory: <ul style="list-style-type: none"> Sixth Form to have breakfast in their Courtyard houses. Extended time for supper meal. Two year groups to eat in Staff Refectory when necessary (hence Staff Refectory closed for staff).

		<ul style="list-style-type: none"> Series of minor changes to management of the service such as tongs replaced between year groups, year groups have their own cutlery, bread baskets (and similar) for a single year group.
Staff catering	The Staff Refectory will be closed as it is being utilised as a classroom and a pupil refectory for two year groups. What catering arrangements will be made for staff?	<ul style="list-style-type: none"> The staff offer will be reduced reflecting the priority being placed on pupil catering. The Staff Refectory will be closed for staff dining and beverages. Duty staff will continue to eat with pupils. Other staff will be encouraged to eat at home (if they live on site and it doesn't compromise their work), self-cater or order a picnic lunch. Breakfast will no longer be available to staff unless on duty. Staff are invited to dine 'al fresco' (gazebos provided on the Nun's Lawn) as the Marquee now dedicated as a test centre. The provision at lunch time for teaching staff has been reviewed and they can opt for one of the following: lunch in the Pupil Refectory; a hotbox or salad box from the Pupil Refectory; bring their own food. Supper in the Pupil Refectory will be available for staff on duty or who are working late for a specific work role. Hot beverages will be available for staff in three locations to reduce the risk of social distancing being compromised: Jubilee Bar, Staff Room and the Old Tuck Shop. To promote hygiene, paper cups are strongly encouraged in lieu of porcelain. Staff may use their own re-useable cups and are responsible for the cleaning of them. Congestion has proved an issue in the staff room at break time. To ease congestion one sofa has been removed to improve the opportunity to socially distance when waiting for the coffee point or accessing pigeonholes.
Sanitising	What sanitising regime will be introduced to help keep everyone safe?	<ul style="list-style-type: none"> After a year group has completed their meal, a 10 minute 'gap' is programmed to allow all surfaces to be sanitised. The school has procured 'fog sanitisers' to speed up this process. A significantly upgraded sanitising regime will be put in place for both the front of house and back of house areas.
Contingency	What happens when a member of staff falls ill?	<ul style="list-style-type: none"> The new staffing regime and shifts allow for a chef brigade bubble to go into self-isolation following a positive test and for sufficient chefs to be available on a skeleton basis to keep the school functioning. Should a kitchen porter fall ill then disposable crockery and cutlery will be deployed.

Estates

Lead: Mr G Brand, Bursar

General		<ul style="list-style-type: none"> • A detailed risk assessment for all estates operations has been completed by the Estates Manager and can be reviewed on request. • The risk assessment control measures will be briefed to all estates staff prior to the reopening of the school in March 2021. • During lockdown a skeleton staff were not placed on furlough with the remit of maintaining the estate to a safe standard such that the school could emerge from lockdown within 7 days of instruction.
Water Quality	To ensure that the water supply to all school buildings is potable.	<ul style="list-style-type: none"> • Throughout lockdown a comprehensive regime of water flushing has been in place to minimise the risk of any legionella contamination. • Periodic tests, as advised by the school's water safety consultants, Eaton Environmental, have been undertaken throughout lockdown providing evidence of the good quality of the water. • The water flushing regime is complemented by dosing of water supplies, in line with guidance from Eaton Environmental. The combination of flushing and dosing means the school has exceeded the minimum recommendations for water safety. • Water fountains to only be live for water bottle filling – use of direct water fountain to be locked off. Pupils encouraged to have water bottles. • Water fountain filters to be changed prior to reopening.
Estates Staff	Minimising the risk of a member of the estates staff and other school staff catching the virus in the work environment.	<ul style="list-style-type: none"> • Careful briefing of all estates staff on the control measures in place at St Mary's. These include: <ul style="list-style-type: none"> ○ Not to attend site if suffering from COVID-19 symptoms. ○ Introduction of twice weekly asymptomatic home testing (voluntary but encouraged). ○ Staggered start times to minimise mixing of staff. ○ Allocation of separate work areas within the department. ○ Temperature checks on arrival at work. ○ Increased hand washing throughout the day including first arrival. ○ Staggered breaks throughout the day. ○ 2m rule between staff wherever and whenever possible. ○ Circulation flow within department controlled to minimise staff 'meeting' each other. ○ Increased sanitisation in welfare room including strict wipe down sanitising routines. ○ No sharing of crockery/cutlery.

Ventilation	Need to maximise ventilation in all spaces within the school to minimise risk of virus spreading.	<ul style="list-style-type: none"> • Estate Manager has reviewed all spaces across the school with a view to maximising natural ventilation. • Examples of specific control measures introduced as a result of this review include: <ul style="list-style-type: none"> ○ Bingen and Pizan which were to be two separate classrooms, are now one classroom with a door to the outside for ventilation. ○ Removing all window stays on ground floor windows so they can be opened to the maximum. The school has taken into account the National Minimum Boarding Standards requirements.
Waste management	The safe disposal of materials that are potentially contaminated with COVID-19.	<ul style="list-style-type: none"> • All contractors working on the school site have been instructed to remove all their own waste. • Housekeeping waste that is suspect will be double-bagged and placed into an earmarked container in the maintenance yard and allowed to 'soak' for 72 hours. It will then be placed in the general waste bins. • Advice has been taken from Select Environmental waste collectors in line with government guidance on the appropriate disposal of LFD material within Tiger stripped marked disposable bags, yellow containers. A separate contract is in place for this disposal. A separate risk assessment has been undertaken by the Estate Manager.
Shared equipment	The transmission of the virus as a result of sharing equipment.	<ul style="list-style-type: none"> • Equipment should not be shared if possible. • If equipment needs to be shared then it should be sanitised before and after use. • Other control measures are the use of gloves (available in all shared staff offices) and the sanitising of hands before and after use of the shared equipment.
Parcels	Introduction of the virus into the school through contaminated parcels.	<ul style="list-style-type: none"> • All parcels delivered to St Mary's taken to the Estates Office and placed on a table in the fresh air. • Parcels then wiped down with sanitising wipes (or a fogging machine will be used) prior to distribution around the school.
Gas	Following lockdown, measures needed to ensure gas pipes and equipment remain safe.	<ul style="list-style-type: none"> • Gas boilers kept functioning during lockdown with regular checking and servicing has continued.
Lifts	A lift failure as a result of non-use during lockdown.	<ul style="list-style-type: none"> • During lockdown, periodic checks and servicing of the lifts across the site has taken place and has been recorded. • Touch points in lifts to be sanitised daily by Housekeeping staff (7 days per week during term time).

		<ul style="list-style-type: none"> • Only one person is permitted in the lift at a time, except for pupils who must be accompanied by an adult, and both the pupil and adult must wear a face mask. • Estates department to provide signage at lift entrances setting out these rules.
Vehicles	A safety failure of a vehicle as a result of non-use during lockdown or cross-contamination as a result of vehicle use.	<ul style="list-style-type: none"> • Vehicle servicing and MOTs have continued throughout lockdown including test driving of school vehicles. • Sanitising wipes provided in all vehicles and drivers instructed to sanitise drivers 'touch points' before and after vehicle use.
Regular Maintenance & Servicing	Possible safety issue emerging as a result of equipment or materials failing as a result of lockdown.	<ul style="list-style-type: none"> • Skeleton staff who attended school during lockdown were charged with maintaining all equipment to a working standard. • All servicing required of school equipment has been carried out. • Routine building safety checks carried out in line with statutory advice throughout lockdown and prior to full reopening.

Fire Safety

Lead: Mr G Brand, Bursar

Fire safety procedures	Possible compromise of fire safety during lockdown.	<ul style="list-style-type: none"> Skeleton estates staff have continued with the full range of fire safety checks and procedures including: <ul style="list-style-type: none"> Weekly test of fire alarm. Contractor servicing of all elements of the fire detection and alarm system (completed February 2021) Maintenance of fire fighting equipment including contractors servicing of the extinguishers (completed August 2020) Foam unit over main kitchen hobs has been serviced (completed December 2020) Emergency lighting tested as normal.
Circulation easing	Concern that fire doors would be propped open to reduce risk of cross contamination through touching door handles and push plates.	<ul style="list-style-type: none"> Identified high risk fire doors and fitted either a door hold-open device which is directly wired into the fire alarm system or acoustically linked to the fire alarm. Night porter to close all these doors during silent hours. Weekly fire alarm test now includes a recorded check that each of these acoustically linked doors are functioning as designed. Staff and pupils briefed that one way protocols are suspended when the fire alarm sounds as the nearest exit may require an individual to use a designated one way route the wrong way.
Fire assembly point	Need to identify new fire assembly point as a result of marquee and Portakabins.	<ul style="list-style-type: none"> The normal fire assembly point (single tennis court) is not suitable for socially distanced assembly. The double tennis court adjacent to the fire assembly point is occupied by the marquee and Portakabins. A temporary fire assembly point has therefore been identified as the athletics track high jump D. Signage at the existing assembly point will indicate where the new point will be. Staff and pupils were briefed at the start of the Michaelmas term. Signage on the D will be provided to show where pupils must stand in their year groups.
Pupil and staff induction		<ul style="list-style-type: none"> All pupils were briefed and shown the fire assembly point by residential staff during their first evening at St Mary's with additional guidance given by tutors in week 1 of the Michaelmas term. New staff were also be briefed on the fire assembly point as part of staff INSET.

Mass and Serial Testing of Staff and Pupils

Lead: Mrs C Elliott and Mr G Brand, Bursar

Introduction. St Mary's School Ascot procured lateral flow tests for the mass screening of pupils and staff at the start of the Lent term 2021. After the school decided on this course of action, the Government introduced asymptomatic testing for all secondary school staff and pupils. As part of this initiative the Government has provided all schools with resources and on-line training.

Testing Strategy. All staff working on site were tested once a week, and then twice a week from the week beginning 25 January during the period of lockdown. With effect 8 March 2021 all staff will be able to access home testing.

Pupil Testing Plan. Testing will take place in the marquee and will be managed and executed by an in-house team in accordance with the DfE and NHS guidelines. The marquee will be open on Monday, Tuesday, Thursday and Friday for pupils to access in accordance with the Senior Deputy's programme. Pupils will be tested twice a week, 3 to 5 days apart. This risk assessment sets out the control measures to ensure that this exercise is safe for those running the operation and pupils being screened. Year 7 will be swabbed by a suitably trained adult and all other Year groups

Contamination	Unnecessary contamination of others with the virus as a result of attending the screening in the marquee.	<ul style="list-style-type: none">• All staff in the marquee will wear suitable PPE in accordance with NHS training.• Level of PPE and changing frequency agreed with lead school nurse, in line with NHS direction and included in school and NHS on-line training.• Staff have been briefed to ensure that removing PPE (especially gloves and aprons) is done such that it is safe and risk of contamination is very low – included in NHS training.• Hand sanitisers widely available in the marquee as well as 3 x wash hand basins.• One way system and social distancing spacing markers adopted within the marquee to ensure those being screened keep apart from each other.• Floor markings and signage deployed to assist with enforcement of social distancing.• Everyone who enters the marquee, including those arriving for a test, to wash hands in the available wash hand basins.• At first test, pupils asked to keep socially distanced from each other until result is known. Once result is known, bubbles (i.e. year groups) may mix as normal. Staff to remain socially distanced from each other and pupils (no change from Michaelmas term).• Waste disposal plan is being led by the Housekeeper with Estate Manager supporting. All waste related to the screening including PPE is disposed
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		<p>of as clinical waste (yellow waste bags). Specialist waste contractor has been engaged by the Estates Manager to dispose of the clinical waste.</p> <ul style="list-style-type: none"> • Permanent representative from Housekeeping will be present throughout the testing sessions. • Tests to be used in line with the instructions for use. • Those pupils or staff who receive a positive result will be asked to leave site immediately. • Staff and pupils displaying COVID symptoms prior to assessment directed not to come to marquee for testing but to remain at home and seek an NHS test.
Accuracy	Failure to provide accurate screening results.	<ul style="list-style-type: none"> • The SARS-CoV-2 Antigen Rapid Qualitative Tests are CE marked and provided by the NHS. • Test devices and swabbing to be used in line with the instructions for use. • No COVID-19 test has yet been found to be 100% accurate. An extensive clinical evaluation from Public Health England and the University of Oxford recorded the specificity of the lateral flow test as 99.68% accurate. Thus the overall false positive rate was 0.32%. This test was also shown to detect over 95% of positive individuals with high viral loads. • Self-swabbing for years 8 to U6 supervised by adults and for Year 7 will be conducted by adults. • All staff employed in the marquee have completed screening training which includes viewing a training video in the testing process. The training powerpoint is available for inspection in Bursary. Additional NHS on-line training also completed by all staff involved in marquee. • Staff, including medical staff, kept in reserve in case of unexpected staff absence. • Protocol for how to deal with each result (positive, negative or void) has been extensively discussed and captured in a 'flow diagram' to support staff in the marquee. The school has adopted the NHS protocol. • A teacher has been appointed Testing Manager and will be present in the marquee during testing, A member of the senior management team is on call.
Anxiety	Risk of causing anxiety to pupils, particularly younger pupils, as the inside of the marquee with everyone wearing masks may be intimidating.	<ul style="list-style-type: none"> • Environment within marquee softened as much as possible including: <ul style="list-style-type: none"> ○ Balloon arch at entrance and exit to marquee. ○ Flowers on tables and large flower arrangement on display. ○ Table of treats (COVID-Secure) on way out.

		<ul style="list-style-type: none"> • Parents and pupils all briefed on the plan in advance. • Video prepared to 'introduce' pupils to environment and made available to them in advance.
Sickness in Test Site	Individual being swabbed vomiting and causing contamination.	<ul style="list-style-type: none"> • Each gazebo to have vomit bowls available. • Housekeeping to have equipment (spill kits) ready to deal with any vomit on floors. • Hard surface floor laid to enable mopping and sanitisation.
Supervision	Pupils will be arriving at school throughout the arrival days (currently planned as 10 th and 17 th January) and so supervision of pupils in school will be required.	<ul style="list-style-type: none"> • Staffing plan of marquee has taken into account the running of the school throughout the day. • Pastoral Deputy with Head of Boarding and residential staff will be located in building to oversee unpacking etc.
Electrical safety	Death or injury as a result of an electrical issue within the marquee.	<ul style="list-style-type: none"> • Marquee electrics put in by contractor and certified safe. • Additional lighting for swabbing areas/gazebos put in by certified school electrician. • Cables running across marquee floor have been 'protected' to minimise trip hazard.
RTA	Death or injury of a member of staff or pupil as a result of a RTA on the school site.	<ul style="list-style-type: none"> • Multiple estates staff on duty to direct and control traffic on arrival Sundays. • Clear signage in place to ensure traffic flows are in one direction. • Areas of high risk identified (e.g. front drive near coach park, road by portakabins, road leading to OC) and lighting is good in these areas and staff to be especially alert. • Pupil movement from OC to main school on Sunday when children are unpacking has been reviewed carefully as they will need to cross traffic flow. Head of Boarding will be positioned in that area at the key time when traffic and children will be present.