



RISK ASSESSMENT

FOR THE FULL REOPENING OF THE SCHOOL



ST MARY'S SCHOOL ASCOT

Risk assessment for the full reopening of the school

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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 7 August 2020.
- B. [Coronavirus \(COVID -19\): implementing protective measures in education and childcare settings](#). published 11 May 2020 and updated 1 June 2020.
- C. [Safe working in education, childcare and children's social care](#). published 14 May 2020 and updated 21 July 2020.
- D. [COVID-19: cleaning of non-healthcare settings](#). published 26 February 2020 and updated 15 July 2020.
- E. [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 21 July 2020.
- F. [Managing school premises during the coronavirus \(COVID-19\) outbreak](#) published 24 April 2020 and updated 7 July 2020.
- G. [School attendance: guidance for schools](#) published 25 November 2013 and updated 6 August 2020.
- H. [COVID-19: Guidance for managing playgrounds and outdoor gyms](#) published 26 June 2020 and updated 3 August 2020.
- I. [Staying alert and safe \(social distancing\)](#) updated 13 August 2020.
- J. [Guidance for schools: coronavirus \(COVID-19\)](#) published 17 June 2020 and updated 24 July 2020.
- K. [Coronavirus \(COVID-19\): Guidance on isolation for residential educational settings](#) published 21 March 2020 and updated 20 July 2020.
- L. [COVID-19: guidance for the safe use of places of worship during the pandemic](#) updated 4 August 2020.
- M. [Working safely during coronavirus \(COVID-19\): Performing Arts](#) published 11 May 2020 and updated 13 August 2020.
- N. [Face coverings in education](#) published 26 August 2020.

Key Principles

- The school will operate in line with government guidance – ***Guidance for full opening – schools*** first published 2 July 2020 and updated 7 August 2020.
- This risk assessment details 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.

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 pupil arrival at school for the start of term will be shared with pupils, parents and staff. These will include 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 asked not to enter the school buildings, except for the parents of new girls at the start of term who will be hosted in the marquee, suitably socially distanced.
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 Marquee, 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 on-line. Girls 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. Girls 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. 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. <ul style="list-style-type: none"> Babthorpe Girls Refectory Bedingfeld Orchard Centre (access via side doors) Poyntz Marquee 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: <ul style="list-style-type: none"> Year 7 Rufus Sewell Studio / Green Room Year 8 Dance Studio Year 9 Orchard Centre Year 10 Girls Refectory Year 11 Marquee 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, outside or the Marquee 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: <ul style="list-style-type: none"> Monday - Friday <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 12:45 – 13:05 Years 7 & 8 13:05 – 13:25 Years 9 & 10 13:25 – 13:45 Year 11 & Sixth Form Sunday <ul style="list-style-type: none"> 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.

		<ul style="list-style-type: none"> • Only four pupils to be allowed in the shop at any one time. • 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?</p> <p>Will sanitising protocols be required?</p> <p>Can the pupils move around the classroom?</p> <p>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 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.

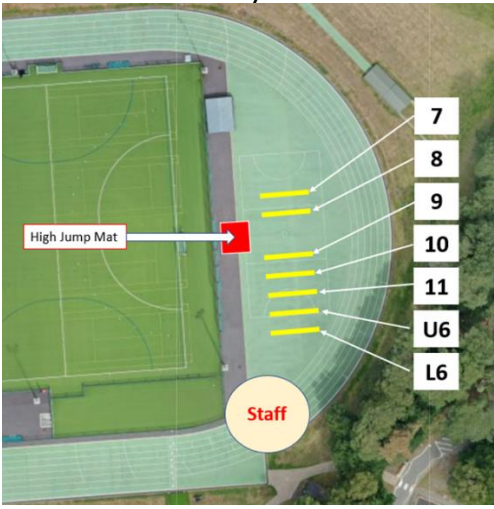
		<ul style="list-style-type: none"> Bathrooms will be cleaned regularly throughout the day.
Class sizes	Will the classroom layout and class size permit the teacher to be 2m socially distanced from pupils in all classrooms?	<ul style="list-style-type: none"> All classrooms will be set up to ensure the 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 English rooms, their teaching zone.

		<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 1 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 1 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. A yellow circle on the track is labeled 'Staff' with a red arrow pointing to it. On the right side of the track, there is a vertical list of year groups: 7, 8, 9, 10, 11, U6, and L6, each with a yellow arrow pointing to a specific area on the track.</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.
Infirmary	<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 infirmary 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 infirmary 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 Health England who will advise on further measures as necessary in addition to NHS Test and Trace.
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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. • Bedding and towels will be collected from boarding areas and returned there afterwards by 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 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 until at least January 2021. • Pupils and parents are required to respect government guidelines when travelling and use private transport where possible. • 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.	These control measures have been developed in line with the Government Guidance 'COVID-19 – Guidance for managing playgrounds and outdoor gyms'. <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.

		<ul style="list-style-type: none"> 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 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.
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 has been updated for September 2020. It will be published in the Staff COVID-19 Handbook and on the school website, and further safeguarding training will be delivered in INSET in September 2020 by the Pastoral Deputy Head.

Co-Curricular activities

Lead: Mr A Smith, Director of Co-Curricular

Area for consideration	Concern	Control Measures
Extra drama lessons	<p>Suitability of teaching spaces</p> <p>Paired lessons</p> <p>Staff – likely to be working in other schools or educational settings. Latest government guidance states: “...peripatetic teachers...can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.” (Reference A - Guidance for full opening - schools).</p> <p>Shouting – Government advice states “there may be an additional risk of infection in environments where you or others are...shouting.” (Reference A - Guidance for full opening - schools).</p> <p>Interaction between pupils in lessons “Where it is essential for performers...to breach social distancing, keeping them in place for the minimum possible time. Avoid face-to-face positions where possible.” (Guidance on the Performing Arts – Working safely during coronavirus (COVID 19))</p> <p>Sanitisation of props/furniture</p>	<ul style="list-style-type: none"> Lessons must be timetabled in spaces which allow full social distancing (2m) between pupils and teacher. Rooms must be well ventilated with windows open. Paired lessons can only take place if both pupils are in the same bubble. Peri staff must comply fully with general school policy on social distancing and hygiene. All staff must maintain a 2m distance from pupils and other staff. AFS and AML to meet with Drama peri staff before teaching commences to inform them about this risk. Shouting during lessons to be avoided where possible. Where shouting is deemed necessary for a performance, risk in individual cases to be assessed dynamically taking into account the size of the teaching space, the proximity of performers and/or staff and ventilation in the room. Teachers must aim to reduce as far as possible the time performers are not able to maintain social distancing. Performers should be encouraged to use back-to-back or side-to-side positioning (rather than face-to-face) where possible. AFS/AML to meet with peri teachers to pass on guidance before teaching commences. Pupils and teachers must wash their hands before and after each lesson. Props and furniture used during a lesson must be sanitised by pupils before and after use; teachers should ensure that cleaning protocols are being followed.

<p>Drama Rehearsals and Performances</p>	<p>Social distancing – drama productions are often cast using pupils from various year groups. How would this work if we cannot mix year groups? Who can watch the performances?</p> <p>Audience – how to socially distance <i>“Schools should avoid large gatherings such as assemblies or collective worship with more than one group”</i> (Reference A - Guidance for full opening - schools).</p> <p>Audience – will parents be permitted to attend performances on site?</p>	<ul style="list-style-type: none"> • All drama rehearsals and performances must be planned to avoid contact between pupils from different bubbles. • Teaching and performance material should be chosen which limits the required cast size or allows for episodic performances so that pupils from only one bubble appear on stage or in rehearsals at any one time. • When more than one bubble is involved in a production, each bubble should rehearse independently from the others. • Drama Captain’s Play: small cast will be made up of girls from a single bubble. Director and cast to maintain 2m social distance in rehearsals at all times. Performed live in Rufus to small invited audience from a single bubble and streamed to pupils/parents. • House Drama: to be run as a House Film competition. Where possible, girls in individual scenes should be from a single bubble. If not possible, appropriate social distancing must be in place between actors and crew. Drama Grad to supervise all filming. Performances screened as a “recorded stream”. • New Narrative: to be filmed. Where possible, girls in individual scenes should be from a single bubble. If not possible, appropriate social distancing must be in place between actors and crew. AML to supervise all filming. Performances screened as a “recorded stream”. • Michaelmas Play: Rehearsed separately according to year group bubbles. Director to maintain 2m distance. Performed live in the Rose Theatre to an invited, socially distanced, single-bubble audience and screened as a live stream to pupils/parents. • Only one bubble permitted in audience per performance. Audience should be seated to ensure suitable social distancing from stage/performers. • No parents permitted to performances on site. Productions will be live streamed where possible so parents can watch online. AML to discuss this possibility with performing rights companies to secure appropriate licences.
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	<p>Technical crew</p> <p>Cleaning</p> <p>Rehearsal guidance</p> <p>Costumes</p> <p>Hair and make-up</p>	<ul style="list-style-type: none"> • Where possible, backstage crew to be made up of girls from same bubble as cast; where not possible, social distancing in place at all times. No pupils to be permitted to enter technical box. • Accurate rehearsal schedules (including venues) to be shared with DSF. • Pupils will be responsible for sanitising their own props and furniture before use, supervised by the director. <p>The following guidance, provided by “Performing Arts – Working safely during coronavirus (COVID 19) – Guidance” should be followed:</p> <ul style="list-style-type: none"> • Maintain social distancing wherever possible in rehearsals and performance. • Map out productions in advance of commencing in-person rehearsals. • Learn lines or parts in advance to avoid carrying scripts in rehearsals. • Avoid rehearsing and performing face-to-face where possible. • If close contact is absolutely essential, minimise this where possible. • Maximise social distancing where possible if shouting is required. • Performers to attend rehearsals only when required for their part. <p>Pupils encouraged to provide their own costumes where possible. Some productions may require costume fitting where social distancing and avoidance of face-to-face contact is impractical. In these instances:</p> <ul style="list-style-type: none"> • Pupils and teacher should sanitise hands before any costume fitting. • Pupils should try on, fasten and unfasten costumes unassisted. • When assistance is required, avoid face-to-face positioning when possible. • When not possible, teacher should wear a face mask and/or visor. • Directors should aim to avoid quick changes during performances. <p>To reduce cross-contamination risk:</p> <ul style="list-style-type: none"> • Individual cast members’ costumes should be stored separately and hung in plastic covers. • Cast members’ own clothes should be stored in plastic bags. • Costumes should be laundered between uses by different pupils. <p>Pupils should be asked to do their own hair and make-up. Where assistance is required:</p> <ul style="list-style-type: none"> • Avoid face-to-face positioning when possible.
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Extra music lessons	<p>Teaching spaces and social distancing – all lessons</p> <p>Sanitisation</p> <p>Staff – likely to be working in other schools or educational settings: <i>“...peripatetic teachers...can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.”</i> (Reference A - Guidance for full opening - schools).</p> <p>Singing – extra risk of aerosol contamination</p> <p>Brass and woodwind – extra risk of aerosol contamination</p>	<ul style="list-style-type: none"> • Extra music lessons will be taught only in rooms identified as offering a minimum 2m distance between teacher and pupil. • All teaching spaces have windows that should be opened during lessons to aid ventilation. • Teaching spaces for face to face lessons will be fitted with a Perspex screen to provide additional protection. • Teacher and pupil must keep 2m apart. • As far as possible, extra music teachers should teach in the same room for the duration of the day. • Pupils must wash their hands before and after their lesson. • It is the pupil’s responsibility to sanitise instruments, visors, equipment and furniture before use in an extra music lesson or practice session and wipes and gels will be provided. • It is the teacher’s responsibility to remind pupils of their duties and to sanitise any instruments, equipment or furniture that they use themselves. • Signs are in all practice rooms to remind pupils of their responsibilities. • Peri staff will be expected to comply with general school policy on social distancing and hygiene. • Breaks should be taken in the teaching space or outside if possible. • Only two members of staff may use the peripatetic staff room at any one time. • All teachers and pupils will be given the option of working remotely if they would prefer. • Teachers and pupils will be provided with individual face visors which must be worn during lessons. • Brass and woodwind lessons should take place in larger spaces where possible, offering 3m+ social distancing.

	<p>Remote lessons and solo practice</p> <p>Instrument storage</p>	<ul style="list-style-type: none"> • Where this is not possible, teaching staff must ensure extra mitigation factors are in place, such as screens, masks and/or visors. • Consideration must be given to the positioning of players in relation to the teacher, particularly for instruments with lateral transmission (flute, piccolo etc.). • Brass and woodwind players will be provided with a personal mat which must be brought to each lesson and placed on the floor under their instrument to catch “condensation”. • Smaller rehearsal rooms can be used by individual pupils for remote lessons or practice. • Only one pupil is permitted in a smaller (those offering less than 2m social distancing) rehearsal space at any one time. • Pupils must wash their hands before and after their rehearsal, practice or lesson. • It is the pupil’s responsibility to sanitise instruments, visors, equipment and furniture before use in an extra music lesson or practice session and wipes and gels will be provided. • Signs will be in all practice rooms to remind pupils of their responsibilities. • Instruments to be stored neatly in the music storage cupboard. • Pupils must wash their hands or use sanitising gel before entering the storage cupboard. • Only one pupil may enter the storage cupboard at any one time. • Pupils must sanitise their own instrument/case before storing it in the cupboard. • Visors and mats should be stored in the shared lockers. Lockers should be shared between girls in the same year group bubble.
Music ensembles – singing	<p>School choirs – minimising risk of transmission in line with government guidance (below). (Reference A - Guidance for full opening - schools).</p> <p><i>“Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.”</i></p>	<ul style="list-style-type: none"> • Rehearsals and performances by vocal ensembles are permitted in groups no greater than 15 pupils. • Where practical, rehearsals and performance should be arranged so that the participants are all from the same bubble; where this is not practical, clear regard must be given to the arrival and departure of pupils to and from a rehearsal/performance and the grouping of pupils so that appropriate social distancing is maintained at all times. The following should be considered:

<p>Music ensembles - instrumental</p>	<p><i>“Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.” (Reference A - Guidance for full opening – Schools p. 26)</i></p> <p><i>“Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.” (Reference A - Guidance for full opening – Schools p26)</i></p>	<ul style="list-style-type: none"> ○ Staggered arrival times for girls in different bubbles ○ Separate entrances for girls in different bubbles ○ Planning the positioning of girls from different bubbles in advance of the rehearsal or performance • Ensemble singing should take place in the Chapel or another large space that can enable social distancing to be in place between all participants. • Windows must be open at all times to keep the space well ventilated. • The conductor should be socially distant from the ensemble at all times at a minimum of 2m with 4m preferable. • Conductors should use a screen or visor if standing between 2-4m away from the choir. • To avoid the sharing of music, each pupil should have their own copy of the repertoire, clearly named, and should not lend this music to other participants. • Singers should stand side-to-side or back-to-back. Face-to-face singing should be avoided. • The use of music stands should be avoided if possible, but if not they should be wiped down and disinfected by singers at the start and end of each rehearsal (overseen by the ensemble leader). • Vocal ensembles may only perform in front of a socially distanced audience from a single bubble. The audience should be at least 4m away from the singers in a large, well ventilated space. • Rehearsals and performances by instrumental ensembles are permitted in groups no greater than 15 pupils. • Where practical, rehearsals and performances should be arranged so that the participants are all from the same bubble; where this is not practical, clear regard must be given to the arrival and departure of pupils to and from a rehearsal/performance and the grouping of pupils so that appropriate social distancing is maintained at all times. The following should be considered: <ul style="list-style-type: none"> ○ Staggered arrival times for girls in different bubbles ○ Separate entrances for girls in different bubbles ○ Planning the positioning of girls from different bubbles in advance of the rehearsal/performance • Instrumental ensemble playing should take place in the Chapel or another large space that can enable social distancing to be in place between all participants.
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		<ul style="list-style-type: none"> • Windows must be open at all times to keep the space well ventilated. • The conductor should be socially distanced from the ensemble at all times at minimum of 2m with 4m preferable. • Conductors should use a screen or visor if standing between 2-4m away from the ensemble. • Due regard should be given to the positioning of the musicians to maximise social distancing (2m minimum) whilst considering the risks posed by individual instruments. For example, most players should be positioned side-by-side, though instrumentalists with lateral transmission (flutes, piccolos etc.) should sit sideways or at the end of rows. • Brass players should have increased social distancing (3m minimum) from other ensemble members. • Brass and woodwind players are required to place a mat beneath their instruments to catch condensation. Brass and woodwind players are responsible for their own mats, which must be brought to each rehearsal/performance. • To avoid the sharing of music, each pupil should have their own copy of the repertoire, clearly named, and should not lend their music to other participants. • The use of music stands should be avoided if possible, but if not they should be wiped down and disinfected by players at the start and end of each rehearsal (overseen by the ensemble leader). • Players are responsible for the sanitisation of their own instruments and should not share with other pupils where possible. Where this is not possible (e.g. piano) players are responsible for wiping down and sanitising this equipment before and after use, overseen by the ensemble leader. • Instrumental ensembles may only perform in front of a socially distanced audience from a single bubble. The audience should be at least 4m away from the players in a large, well ventilated space.
Visiting speakers	Visitors on site – need to reduce the risk of spreading infection.	<ul style="list-style-type: none"> • Where possible, speakers should be encouraged to deliver their talks remotely via Teams. • If a speaker is invited on to site, they must abide by the general rules for visitors (see guidance on “Visitors” below). • Each visiting speaker should be allocated a host who will accompany them for the duration of their visit.

	<p>Audience</p> <p>Catering</p>	<ul style="list-style-type: none"> • Hosts should meet speakers at Reception and take them directly to venue. • 2m distancing to be in place at all times. • Timings should be arranged so that the visiting speaker is on site for the minimal amount of time required. • Only one bubble permitted in audience per talk. • Audience should be seated to ensure suitable social distancing (2m) from stage/speaker(s). • Pupils must be reminded by host not to approach the speaker at the end of the talk. Pupils should be directed to remain in their seats if they wish to ask further questions. • It will not be possible to host visiting speakers for a lunch or supper. For other catering needs or refreshments the host should speak directly with the catering manager.
Trips	<p>Can residential educational trips take place? <i>"We continue to advise against domestic (UK) overnight and overseas educational visits at this stage."</i> (Reference A - Guidance for full opening – Schools)</p> <p>Can non-residential educational trips take place? <i>"In the autumn term, schools can resume non-overnight domestic educational visits."</i> (Reference A - Guidance for full opening – Schools)</p> <p>General guidance to minimise risk</p>	<ul style="list-style-type: none"> • No residential trips to be permitted until further notice. • Non-residential trips can be planned and run. • Trip leaders must prepare a thorough risk assessment for each trip, using the guidance below, indicating clearly the measures in place for mitigating against the spread of COVID-19. • Risk assessments for Michaelmas term trips must be signed off by the Director of Co-Curricular. • In the first instance, HoDs should look at alternative ways in which their academic provision can be enhanced virtually. • "Essential" trips (generally those required by exam boards for the completion of a programme of study) should be planned in consultation with the Director of Co-Curricular. • HoDs must check with exam boards to see if any alternative requirements to trips have been put in place.

	<p>Social distancing on trips</p> <p>Travel – government guidance When using dedicated transport “<i>It is important to consider:</i></p> <ul style="list-style-type: none"> ○ <i>How pupils are grouped together on transport; where possible this should reflect the bubbles that are adopted in school</i> ○ <i>Use of hand sanitiser upon boarding/disembarking</i> ○ <i>Additional cleaning of vehicles</i> ○ <i>Organised queuing and boarding where possible</i> ○ <i>Distancing within vehicles wherever possible</i> ○ <i>The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into close contact with people outside of their group”</i> <p>(Reference A - Guidance for full opening – Schools)</p> <p>Venues</p> <p>PPE</p> <p>Risk Assessments</p>	<ul style="list-style-type: none"> • Teachers and pupils must abide by current government guidance on social distancing at all times during a trip. • Trips should be limited to single year groups/bubbles. Where it is preferable for more than one year group to attend, separate transport (with appropriate staffing levels) must be used for each year group. • Year groups must maintain 2m distance from each other at all time for the duration of the trip. • Public transport must not be used. • Coach companies must have clear and suitable policies for the cleaning of their vehicles. Trip leaders must request the coach company's COVID policy before booking transport and gain approval for its use from the Director of Co-Curricular. • School minibuses to be cleaned thoroughly before/after each use. • When walking, avoid prolonged interaction with general public (e.g. waiting in queues). • Trip leaders should carry hand sanitiser at all times and encourage its use by participants when deemed appropriate, and particularly before boarding or after disembarking vehicles. • Driver likely to be behind perspex screen; trip leaders and/or pupils should wear a face mask if seated within 2m of driver. • Trip leaders must acquire COVID policies for any venues or external activity providers being visited/used on the trip and must ensure that these policies are included in the risk assessment and communicated clearly to pupils and staff on the trip. • Trips should avoid crowded spaces or those which would require extended interaction with the general public. • Trip leader must plan for and follow national guidance for wearing PPE at all stages of a trip. • Face masks (or other PPE) should be distributed to pupils at start of trip if required. • Risk assessments for all Michaelmas term trips must be signed off by the Director of Co-Curricular.
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	Duke of Edinburgh Expeditions	<ul style="list-style-type: none"> • Risk assessments must include the measures taken to mitigate against the risk of COVID-19 in the following areas: <ul style="list-style-type: none"> ○ Travel/Transport ○ Staff/Pupil Social Distancing ○ Whilst at venues ○ Travelling between venues ○ Activities (if appropriate) • Risk assessments of transport companies and venues must be incorporated into trip risk assessments. • Risk assessments must be communicated clearly to and shared with all supervising staff. • Domestic (UK) overnight and overseas DofE visits are not currently permitted and should not take place. • Current DofE guidance has made allowances for expeditions until Summer 2021, and these should be followed in order to provide opportunities for pupils to continue through their awards. All guidance can be found at www.dofe.org and includes the following information: <ul style="list-style-type: none"> ○ All levels can now camp on school grounds ○ All levels can use the same location and can be familiar (wild country is not currently required for Gold) ○ All levels – participants can return home to sleep ○ Silver practice can count as Bronze qualifying
Sports teaching/coaching	Changing facilities	<ul style="list-style-type: none"> • Only one year group at a time to use a single changing room. • Girls allocated a space in which to change and will be responsible for sanitising their designated changing area before use. Sanitising wipes and gels to be available in changing areas. • When two or more bubbles are attending a sport session, each bubble should use a separate changing area with one group entering and exiting through the boot room, the other through the OC. • During evening sports sessions the changing rooms will be split into year group zones so that pupils can use them as required whilst maintaining 2m social distance from pupils in other year groups. Pupils should get changed in their allocated zone and sanitise their changing area before and after use, using the wipes provided. • The Director of Sport will be responsible for arranging the timings of groups using the changing facilities.

	<p>Activities/Provision – contact sports Governmental guidance regarding sport in schools must be followed: <i>“Contact sports should not take place.”</i> <i>“Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils...”</i> (Reference A - Guidance for full opening – Schools)</p> <p>Sharing of equipment <i>“Resources that are shared between classes or bubbles, such as sports...equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.”</i> (Reference A - Guidance for full opening – Schools)</p> <p>Teaching/Coaching</p> <p>Tennis – paired lessons</p> <p>Groupings <i>“Pupils should be kept in consistent groups”</i> (Reference A - Guidance for full opening – Schools)</p> <p>Shouting</p>	<ul style="list-style-type: none"> • All current government guidance pertaining to the provision and playing of sport must be followed. • Where possible, sports provision must focus on outdoor, non-contact sports. • The Director of Sport must produce a COVID-safe risk assessment for sports being taught. The risk assessments must demonstrate clearly the mitigating factors in place to prevent the spread of COVID-19. • Individual sport risk assessments must be approved by the Director of Co-Curricular. • The Director of Sport is responsible for sharing risk assessments with all sport staff, including visiting teachers/coaches. • Equipment to be stored in “bubble boxes” and equipment in a bubble box will be used by that bubble only. • Regular sanitising of bubble boxes and equipment therein must take place between each use. • Where sharing of equipment between bubbles is unavoidable, equipment must be sanitised before and after each use. • During a lesson, the sharing of sporting equipment between pupils should be avoided. • It is the responsibility of the pupil, overseen by the teacher/coach, to wipe down and sanitise equipment before each use. • During a lesson, pupils should avoid face-to-face contact where possible. • Pupils and staff to keep 2m social distance as far as possible, and must minimise as far as possible the time spent closer than 2m. • Staff should use own equipment to demonstrate skills and techniques. • Both girls being taught must be in same bubble. • Social distancing must be encouraged within year groups. • Where possible, groups should remain the same for the duration of a lesson to minimise cross contamination of equipment. • Different year groups (bubbles) must train separately. • The Director of Sport must communicate to all sports staff the risk of infection posed by shouting.
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		<p>sanitising the equipment they use in the gym before and after use using wipes and gels provided.</p> <ul style="list-style-type: none"> • Air conditioning must be on and working during gym use.
Sports fixtures	<p>Viability</p> <p>Alternative arrangements</p>	<ul style="list-style-type: none"> • No guidance yet (as of 21/08/2020) provided by government regarding the viability of competitive sports fixtures in schools. Assumption is that competitive fixtures will not be taking place in the Michaelmas term to minimise risk of spreading infection. • To continue a full programme of sport, year group fixtures may be organised on Saturdays. • Teams must comprise members of a single year group, playing against a team comprising members of the same year group. • See guidance above about use of changing facilities. • Pupils should bring their own water bottles – no drinking directly from water fountains. • Risk assessments pertaining to individual sports as drawn up by the Director of Sport must be followed at all times.
Dance	<p>Mitigating against transmission</p> <p><i>“Where an individual is operating on a peripatetic basis, such as a teacher...or choreographer, and operating across multiple groups or individuals:</i></p> <ul style="list-style-type: none"> • <i>Maintaining distancing requirement with each group</i> • <i>Avoiding situations where distancing requirement is broken, for example demonstrating partnering work in dancing</i> • <i>Making efforts to reduce the number of groups interacted with and locations worked in, to reduce number of contacts made”</i> <p>(Guidance on Performing Arts – Working safely during Coronavirus (COVID 19))</p>	<ul style="list-style-type: none"> • All dance lessons, rehearsals and performances must be planned to avoid contact between pupils from different bubbles. • Pupils from different bubbles must be taught and rehearse independently from each other. • Teachers must maintain required social distancing (2m) from pupils at all times. • Rooms must be kept well ventilated with windows open. • To mitigate against the risk of transmission, the following guidance should be followed: <ul style="list-style-type: none"> ○ Use back-to-back or side-to-side positioning (rather than face-to-face where possible) ○ Reduce the number of people each performer has contact with by considering the use of fixed groups or partnering (so each person works with only a few others). ○ Ensure rehearsal spaces have adequate ventilation ○ Design repertoire, rehearsals, training and performance to avoid situations where performers cannot socially distance, wherever feasible. ○ Reduce, as far as possible, time that individuals are not able to maintain social distancing

	<p>Costumes, hair and make-up for performances.</p> <p>Sanitisation of spaces</p> <p>Rehearsing unsupervised - sanitisation</p>	<ul style="list-style-type: none"> ○ Reduce group/cast sizes where possible to maintain social distancing. • See guidance in Drama Rehearsals and Performances (above). • Pupils and teachers must wash their hands before and after a lesson/rehearsal. • Pupils are responsible for sanitising any equipment before use in lessons/rehearsals under the supervision of the teacher/choreographer. • During induction, pupils will be told clearly about their responsibilities when using school facilities/rooms; they will be told to: <ul style="list-style-type: none"> ○ Wash hands before/after entering a room ○ Sanitise all equipment or work surfaces used before the session starts ○ Leave the space as they found it • Rooms will be cleaned regularly (see Housekeeping, below)
Alexander Technique	Social distancing	<ul style="list-style-type: none"> • Teacher will write her own risk assessment which will be reviewed by the school. • Risk assessment and practice will take into account the guidance provided by the Complementary and Natural Healthcare Council (CNHC) and the Close Contact Services guidance from the government. • Sessions must take place in a space that allows for a minimum of 2m social distancing between teacher and pupil, or enhanced measures used such as a mask or visor as well as gloves for the teacher when this is not possible. • Teacher and pupil to wash their hands at the beginning and end of the session. • Disposable paper covering to be used for the couch. • Teaching spaces must be well ventilated with windows open at all times. • Teacher will give the pupil the option of remote sessions or “no touch” sessions. • Pupils in school who opt to have remote sessions will be allocated a boarding bedroom, such as Arrowsmith, for the session, if their own boarding room isn’t suitable, and which will be included in the cleaning protocol.

	Performers and social distancing	<ul style="list-style-type: none"> • Only St Mary's pupils and staff are permitted to attend performances until further notice. • Audiences must be seated at all times. • The audience must be placed at least 2m away from the stage though, depending on the nature of the performance, this might need to be increased. • According to government guidance, venues with balconies (Rose Auditorium, Chapel) should keep the front 2m of seats empty to mitigate risks of transmission. A balcony is defined as protruding from a wall and therefore overhanging. The upper level, circle, seats in the Rose Main Auditorium have a sheer face in front of them when retracted, as do the side circle seats at all times. This 2m restriction can therefore be waived. The same applies to the OC 'balcony'. The choir loft in the Chapel does overhang the congregation and therefore the front row of the choir loft should not be used. • Directors/choreographers/conductors should ensure that steps are taken to avoid audiences needing to unduly raise their voices, such as shouting, cheering, chanting and singing along. • During performances, the backstage and front-of-house areas must be kept separate – audience members should not visit the performers backstage and vice-versa. • Directors/choreographers/conductors should try to minimise the number of performers in a show and, where possible, limit the performers to a single bubble. • Where this is not possible, it is vital that performers from different bubbles are socially distanced from each other both on and backstage – this will include allocating separate dressing rooms to each bubble. • Directors and stage managers must explain clearly to performers the route each bubble is to take to travel between their dressing room and the stage to maintain social distancing; possible ideas could include: <ul style="list-style-type: none"> ○ Implementing a one-way system around the building; ○ Marking out zones backstage for each bubble/backstage crew; ○ Placing markers on the stage. • Performers must wash their hands before entering the backstage area. • Where props are being used, handling should be limited to the minimum possible number of people and cleaned after every performance.
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Charities	Ascot Grange / Thames Hospice	<ul style="list-style-type: none"> Girls are not permitted to undertake work experience at these sites until further notice.
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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 do 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: <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 will distributed to pupils and parents before the start of term. 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.
New girls	<p>What are the procedures for arrival and welcoming of new girls?</p> <p>What are the procedures for the induction of new girls?</p>	<ul style="list-style-type: none"> New girls and parents to arrive at separate times to the rest of the school (as normal). Parents and girls to be shown to the Marquee and met by SMET, Heads of House and minders (all socially distanced). Refreshments will be provided in line with COVID safe measures. DAS to welcome girls and parents, and stage manage the goodbyes. Parents not permitted to go up to rooms but HoH will aim to have a photo taken of each girl in her new room on the first evening and emailed home. Induction to take place as normal. Year 8 minders will need to be briefed on social distancing from their mindees, and cannot go to the Year 7 boarding area. 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) will be disseminated 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) will be 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 will be 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 Michaelmas term. Deep cleaning of the entire school site has taken place prior to the start of the Michaelmas term.
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). 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 which enables larger surface areas to be cleaned quickly. Staff will be trained to use these machines such that the important contact time between the surface and the chemical is achieved.
Housekeeping staff	Availability of sufficient housekeeping staff to ensure the housekeeping plan can be executed.	<ul style="list-style-type: none"> Increase in housekeeping staffing 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 for the laundry to be collected from the boarding areas by staff (pupils will not be required to take their bedding to the laundry). Pupil access to the laundry is controlled by a schedule overseen by the Pastoral Deputy Headmistress. Only 4 pupils allowed in laundry at any one time with queuing to be overseen by housekeeping staff. One way system using the back door. Additional barrier to deter pupils from walking into the road. Laundry open for increased hours to include afternoons and Sunday mornings to reduce crowding.

		<ul style="list-style-type: none"> 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 sanitizing 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 published by the Government on 26 August 2020 and makes clear:</p> <ul style="list-style-type: none"> • The government does not recommend that nationwide face coverings are required as the system of controls provides additional mitigating measures. • Schools have the discretion to require face coverings in communal areas where social distancing cannot be safely managed if the school believes that is right in the school's specific circumstances. • Possible circumstances that schools might consider instigating face covering include (1) wearing them where social distancing is difficult such as crowded corridors and (2) provide confidence to parents to allow their children to return to school. • Face coverings must be worn correctly and clear instructions to staff and pupils must be provided. • Face coverings are not recommended and should be avoided in classrooms due to the negative impact on teaching and learning even when social distancing is not possible. • In local lockdown where the transmission of the virus is high, schools will need to take additional precautionary measures such as wearing face coverings in circulation spaces. <p>St Mary's has carefully considered the government advice and in addition taken the following into account:</p> <ul style="list-style-type: none"> • The incidence of COVID-19 in the local area is very low (on 25 August 2020 the school doctor told SMET that at Easter there were 96 people on ventilators in Frimley Park Hospital and for the last four weeks there have been none). • St Mary's is a boarding school and so is not only the education setting for the pupils but also their home during term time. Unlike a day school, it is not straightforward to divide the day into school time and home time and there is an inevitable 'grey area'. This makes imposing one set of face

		<p>covering rules for school time and another for home time particularly difficult in a boarding environment.</p> <ul style="list-style-type: none"> • The school has in place a significant amount of controls to prevent the spread of the virus (as articulated in this risk assessment) including strict hygiene standards imposed, introduction of one way corridors, year group bubbles and classes being timetabled in year group zones. <p>The school will therefore have in place the following face covering policy at the start of the Michaelmas term:</p> <ul style="list-style-type: none"> • The wearing of face coverings at St Mary's is not mandatory although this will be kept constantly under review, taking into account government guidance and the feedback from staff, pupils and parents. In a limited number of circumstances face covering is mandatory – see below. • Staff and pupils may wear face coverings in and around the school other than in classrooms when face coverings should be removed. • Teaching staff may wear visors (provided by the school) in classrooms should they wish. • Face coverings must be used by: <ul style="list-style-type: none"> ○ Chaperones when escorting pupils in cars. ○ Pupils who are being escorted in cars. ○ Catering staff (as directed by the catering manager) ○ Nursing staff when dealing with pupils in the infirmary. ○ Housekeeping staff (when cleaning a high risk area). ○ Laundry staff to wear visors when handling soiled laundry. ○ A pupil, and any staff who come into contact with that pupil, who has displayed symptoms of COVID-19 and is waiting test results. ○ A pupil who has tested positive for COVID-19 and all staff that come into contact with that pupil. • The school will provide guidance on the safe use of face coverings to pupils and staff. • Pupils will be asked to return to school with six reusable face masks in case the policy changes and face coverings become mandatory. • The school will provide single use masks for staff who are required to wear masks as part of their role (e.g. catering staff). • Staff are to monitor pupil behaviour to ensure there is no teasing or bullying of pupils who choose to wear masks.
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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.
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. 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. This will allow 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 to be 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 two 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"> One year group per day (Monday to Friday) to have picnic lunch. Sixth Form to have breakfast in their courtyard houses. Extended time for supper meal. Two year groups to eat in Staff Refectory (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, water glasses and jugs on trolleys for each bubble etc.
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. Locations for staff to eat their picnic lunch or packed meal are limited and eating at their desk in their staff office is far from ideal. During consultation SMET agreed to monitor how this works in practice and if it is seen to be a significant problem would seek an alternative arrangement. 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. Provision of milk at staff coffee points is in small standalone fridges containing 2 pint milk containers. This presents a risk of transmission of the virus. Catering manager is planning on sourcing 'no touch' bulk fuel dispensers. Congestion has proved an issue in the staff room at break time. To ease congestion one sofa will be 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.
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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 start of the Michaelmas term 2020. 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 new term starting.
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. 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.

		<ul style="list-style-type: none"> • 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 Boarding Standard 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.
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 turned off throughout lockdown but regularly checked and servicing has continued.
Lifts	A lift failure as a result of non-use during lockdown.	<ul style="list-style-type: none"> • During lockdown, a weekly check 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). • 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.
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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. Maintenance of fire fighting equipment including contractors servicing of the extinguishers. Foam unit over main kitchen hobs has been serviced. 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 recoded 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 will be 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 will be 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. New staff will also be briefed on the fire assembly point as part of staff INSET.