

**Coronavirus Risk Assessment**  
**Easter Term – April 2021**

Description of Assessment :	Risk assessment covering Covid procedures for Easter Term.
Details:	Includes information on current government guidance that the School is following as well as the measures in place for prevention, response to any infection and testing of staff and pupils in Years 7 - 8. Assessment also includes additional measures regarding health and safety, staff wellbeing and safeguarding of pupils in current climate.
Additional Information:	The assessment has been carried out in coordination with the Senior Leadership Team and will be reviewed and updated continually as the advice and situation changes with new control measures put in place, as required.
Date of Assessment:	19 <sup>th</sup> April 2021
Completed By:	Meredith Trueman
Initial Assessment of Risk:	Moderate
Assessment of Risk with Control Measures:	Acceptable

**RISK CALCULATOR**

*Each event is checked against this matrix*

OUTCOME POTENTIAL → DANGER LEVEL	NOT LIKELY	POSSIBLE	LIKELY
Slightly harmful ↓	Trivial	Acceptable	Moderate
Harmful	Acceptable	Moderate	Substantial
Extremely harmful	Moderate	Substantial	Unacceptable

**RISK CONTROL**

*If the event is moderate or higher use the Risk Control Measures*

Risk Event	Action Required
Trivial and Acceptable	No action required.
Moderate	All reasonable action should be taken to reduce this level of risk. If the risk is moderate due to the consequences being extremely harmful, the event should be reviewed before moving forward.
Substantial and Unacceptable	Action must be taken to remove and reduce the risk. If this is not possible, the activity should not be undertaken.

## RISK CONTROL MEASURES

The following process should be followed in completing the risk assessment.

- Identify key activities and potential issues.
- Detail the key risks before any control measures are put in place.
- List the control measures that can be put in place to reduce the risk.
- Calculate the final risk level with the control measures put in place.
- Identify key staff members who will be responsible for the activity.

The risk assessment should read by all staff so that they are aware of the control measures in place to reduce the risk.

	Potential Hazard	Initial Risk Level	Control Measures	Final Risk Level	Lead Person
	<b>GENERAL SCHOOL RISKS</b>				
	Safeguarding procedures not followed and DSL not contactable.	Moderate	3	Acceptable	Head/DSL
	Government advice not being accessed, assessed and applied.	Substantial	1,2,7	Acceptable	Head/Bursar
	Parents unaware of current guidance and communication from School.	Moderate	1,2,7	Acceptable	Head/Bursar
	Changes to risk assessments and internal procedures not reviewed by Governors.	Moderate	4	Acceptable	Head/Bursar
	Insurers not consulted regarding procedures.	Moderate	5	Acceptable	Bursar
	Access to school not controlled effectively and visitor details not recorded.	Substantial	14,15,16	Acceptable	Head/Bursar
	Social distancing, hygiene and PPE rules and procedures not communicated, understood and applied.	Moderate	7,8,9	Acceptable	Head/Bursar
	Lack of wellbeing support to pupils and staff.	Moderate	6	Acceptable	Head/Bursar
	<b>CLEANING / HYGIENE / PPE</b>				
	Staff and pupils not complying with hygiene and face mask rules on site.	Moderate	9,10	Acceptable	Supervising Staff
	Insufficient supplies of hand sanitiser and disinfectant wipes.	Moderate	11	Acceptable	Bursar
	Insufficient or unsuitable cleaning regime to cover high-risk areas (toilets, door handles, keypads, switches, handrails).	Moderate	12	Acceptable	Bursar / Head of Housekeeping
	No precautions to keeping teaching equipment hygienic (pens, keyboards).	Moderate	13	Acceptable	Bursar / Supervising Staff

	<b>SCHOOL PROCEDURES</b>				
	School transport not operating according to social distancing, hygiene and PPE procedures.	Moderate	21	Acceptable	Bursar
	Parents not following social distancing procedures at drop-off and pick-up.	Moderate	22	Acceptable	Head/Bursar
	Insufficient pupil registration.	Moderate	23	Acceptable	Head/Bursar
	Classrooms and play spaces not conformed to social distancing rules.	Moderate	24,25,26	Acceptable	Head/Bursar
	Drop-off and pick-up areas and break times are not well-distanced between pods.	Moderate	22,27	Acceptable	Head/Bursar
	Breaktime social distancing rules unclear to staff and pupils.	Moderate	25,26,27	Acceptable	Head/Bursar
	No specific COVID-19 procedures to deal with social distancing, hygiene and the wearing of PPE in catering.	Moderate	28	Acceptable	Bursar/Catering Manager
	Fire drills, routes and assembly points unknown and unrehearsed.	Substantial	29	Acceptable	Head/Bursar
	Potential self-isolation of residential staff.	Moderate	30	Acceptable	Head/Bursar
	Lack of new staff and pupil induction. Registration and recruitment not compliant.	Substantial	16,17	Acceptable	Head/Bursar
	Single Central Register not maintained.	Moderate	18	Acceptable	Head
	Facilities not maintained to ensure health and safety of School site (heating/cooling, electrics, water, fire alarm).	Substantial	19	Acceptable	Bursar/Clerk of Works
	Security, CCTV and site access systems not regularly checked and updated.	Moderate	20	Acceptable	Head/Bursar/ Clerk of Works
	<b>ACADEMIC &amp; PASTORAL PROVISION</b>				
	No system in place to deal with anxiety and behavioural issues or bullying related to the pandemic.	Moderate	36,56,57	Acceptable	Head/Senior Pastoral Team
	Inability to offer full curriculum to all pupils, including learning support and boarding provision.	Moderate	37,38,58	Acceptable	Head/Deputy Head
	Inability to offer wrap around care.	Moderate	37	Acceptable	Head/Deputy Head
	Lack of adherence to guidance for music and sport provision.	Moderate	39,40,41,42,43,44,45,46 47,48,50,51,52,53,54 55	Acceptable	Director of Music and Director of Sport
	Large group lessons or assemblies not following social distancing guidelines.	Moderate	48,49,51	Acceptable	Head/Bursar

	Disruption to pupils' education due to temporary closure of all or part of the School.	Moderate	38	Acceptable	Head/Deputy Head
	<b>FIRST AID &amp; MEDICAL RESPONSE</b>				
	No specific COVID-19 procedures to prevent spread of infection or deal with medical response. Insufficient first-aid staff or dedicated space. Lack of PPE supplies.	Moderate	31,32,33,34,35	Acceptable	Head/Bursar/School Nurse
	Lack of decision regarding use of PPE.	Moderate	8,31	Acceptable	Head/Bursar
	No procedures to safeguard vulnerable staff and pupils who are particularly susceptible to COVID-19.	Substantial	33,34	Moderate	Head/Bursar/School Nurse
	Symptoms go undetected for pupils or staff and an infectious person remains at School.	Substantial	35	Moderate	All on-site staff
	<b>BOARDING HOUSE &amp; CHORISTERS</b>				
	Insufficient personal space in dorms.	Moderate	63	Acceptable	Housemaster
	Boarders sharing bedding, towels, toiletries or personal items.	Moderate	62	Acceptable	Housemaster
	Insufficient social distancing while in dorms or common rooms.	Moderate	59,63,64,65	Acceptable	BH Staff
	Boarders sharing toilets, showers, baths and sinks.	Moderate	60	Acceptable	BH Staff
	Boarders sharing snacks.	Moderate	68	Acceptable	BH Staff
	Boarders sharing use of boarding house kitchen.	Moderate	68	Acceptable	BH Staff
	Inadequate risk assessment of onsite or offsite activities.	Moderate	69	Acceptable	Housemaster
	Insufficient procedures to deal with first aid or medical response outside of school hours.	Moderate	61,70	Acceptable	Housemaster / Bursar
	Insufficient space for social distancing in choir or music practice.	Moderate	66	Acceptable	Director of Music
	Poor ventilation in choir room.	Moderate	66	Acceptable	Director of Music
	Choristers sharing music, instruments or writing implements.	Moderate	67	Acceptable	Director of Music
	Lack of social distancing between choristers and choral scholars, Chapel staff and members of College while in Chapel and on College grounds.	Moderate	71	Acceptable	Housemaster and Director of Music

	TESTING OF STAFF AND PUPILS IN YEAR 7 AND 8				
	Staff and parents of pupils not aware of the guidance and information regarding testing.	Moderate	72,73	Acceptable	Head / Bursar
	School unaware of a positive test.	Moderate	74	Acceptable	Head / Bursar
	Insufficient contact tracing.	Substantial	75	Moderate	Head / Bursar

## CONTROL MEASURES

1	Detailed guidelines regarding the operating procedures of the School for the Easter Term are given to all staff and parents updating them on current advice, curricular and extra-curricular provision at school, changes to school procedures including detailed procedures regarding the School's response to potential infection and the testing of staff and pupils in Years 7 and 8. All historical guidelines and emails regarding coronavirus are recorded on School Post.
2	School continues to advise staff and parents that it is following all government advice, as well as advice from the ISC and BSA, and the School will remain in close contact regarding any updated advice or new procedures deemed necessary. The School is applying the guidance in the following publication in implementing the appropriate internal procedures: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a> .
3	The School's <i>Safeguarding and Child Protection Policy</i> is in effect. Staff are reminded via the guidelines to report all concerns about pupils via MyConcern. The DSL and Senior Pastoral Team will continue to pay particular attention to any borderline vulnerable pupils. The Safeguarding Team is contactable at all times either on site or via mobile phone.
4	This risk assessment and internal procedures related to coronavirus are reviewed by the Senior Leadership Team and approved by the Governors. The risk assessment is also displayed on the School Portal and the public website.
5	The Bursar continues to consult with the School insurance broker regarding the coronavirus procedures put in place to minimise risk on the School site to all pupils and staff.
6	Teaching staff will teach in person on site. The staff room will be open for making drinks and collecting food but with limited seating capacity to encourage social distancing. Teaching and support staff have been consulted in the development of the procedures. Staff are reminded in written guidelines that they are able to access mental and emotional health and wellbeing help via the School's policy with SimplyHealth. They are also able to contact the Education Support Partnership at <a href="http://www.educationsupport.org.uk">www.educationsupport.org.uk</a> .
7	Social distancing, hygiene and PPE rules are communicated to staff (including visiting teachers) and parents via written guidelines. Staff are reminded to maintain social distancing from pupils as much as possible and from colleagues at all times. Visiting teachers may teach on site and will follow the same guidelines regarding face masks and social distancing. Parents are expected to maintain social distancing during drop-off and pick-up while on the School site. Parents are asked to wear masks at all times when on site.
8	All staff on site must wear face masks. Face masks may be removed by some staff when working in their normal work space and where social distancing may be easily maintained (e.g. staff offices). Staff who are supervising pupils on site must wear face masks at all times when around pupils or other staff members. Visitors to the site will be kept to an absolute minimum. Pupils in Years 5-8 must wear face masks while in lessons and while walking between lessons. Masks may be removed by pupils at break times when outdoors and once pupils are at their play space, while seated for lunch and during Games lessons. Face masks are optional for pupils in Pre-Prep and Juniors but they are encouraged to wear them if they are able. Staff and pupils are encouraged to walk on the left side of the hallways when in corridors to aid traffic flow and ensure as much space as possible when passing others.
9	Staff will remind pupils to wash hands as often as is reasonably practicable and, at a minimum: on arrival at School, after breaks, between lessons, after using the toilet and before eating.
10	Hand sanitiser is available in all classrooms where staff and pupils are present, as well as at the entrance to all buildings. Pupils are encouraged to use hand sanitiser anytime hand washing is not feasible. The School will promote a culture of 'Catch it, Bin it, Kill it' and have posted signs around the site as a reminder. Disinfectant wipes are available in all classrooms to be used to clean any equipment or workspaces that will be used between different pods. Staff will be responsible for ensuring this occurs at appropriate times.
11	The School has ample supply of hand sanitiser and disinfectant wipes. The Bursar will reassess the stock on a continual basis.

12	The School housekeeping staff will take extra care with anti-bacterial cleaners in the cleaning of all frequently used surfaces such as door knobs and codes, hand rails, telephone receivers and drinking fountains to prevent the spread of the virus.
13	Staff are reminded not to share equipment wherever possible.
14	External School gates are locked with access only via a staff keycard. The main pedestrian gate will be open during drop-off and pick-up for Years 3-8. The pedestrian gate on Grange Road will be open during drop-off and pick-up for parents of Pre-Prep pupils. Parents will collect on foot from either Front Pitch for pupils in Years 3-8 or the Pre-Prep playground for Pre-Prep pupils in the afternoon via a one-way system in both locations. There is no parent parking on-site. Deliveries continue as normal and gate security assists with this control when pupils are present.
15	All visitors must sign in and out via the School Office and are accompanied by a member of staff at all times. All visitors are required to wear face masks at all times on the School site. All visitors to the site must read the School's <i>COVID-19 Guidance for Visitors</i> upon registering at the School Office. Visitors will be kept to an absolute minimum as far as possible.
16	The School's <i>Safer Recruitment Policy</i> remains in effect. New staff inductions, training and appropriate DBS checks will take place as normal.
17	New pupil registration carries on as per normal procedures via the School Registrar. On site visits and School tours may occur subject to risk assessment.
18	The School's Single Central Register continues to be maintained as normal.
19	The School's facilities are maintained by the Clerk of Works and the caretaking team. All utilities checks continue to be completed as per the normal schedule. All School water fountains will be disabled at this time. Pupils will bring in named water bottles which can be refilled at School. External users of the facilities may occur subject to risk assessment.
20	Gate access, site security and CCTV continue to be monitored as normal by the Bursar and Clerk of Works.
21	The School minibuses will operate normally for morning pick-up. Pupils are required to use hand sanitiser upon boarding the minibus and will sit next to pupils in the same pod (year group), leaving space in between, wherever possible. Minibus drivers and all pupils will be required to wear face masks for the duration of the journey. Parents are notified that as the minibus caters for pupils in different pods, they may choose not to use the service at this time.
22	Parents are notified of the correct procedures for drop-off and pick-up. Parents are asked to allow pupils to make their own way onto the School site as much as possible at drop-off. Parents may wait on Front Pitch at pick-up time for pupils in Years 3-8. Parents should enter the site via the main pedestrian gate and exit via the gate by the cricket nets to establish a one-way system. Parents collecting Pre-Prep pupils only should enter via the Grange Road gate and wait in the Pre-Prep Playground. Parents are not permitted past the Front Pitch waiting area and have been reminded to wear masks and maintain social distancing on site at all times with other pupils, parents and members of staff.
23	The School will take registration every morning as normal.
24	Classrooms have been set up so that all pupils will face forward and not face each other. Pupils in Years 3-8 will bring their own pencil cases and should not share equipment with other pupils. Classroom windows will be opened between lessons and during break times, as often as possible, and outside space will be used as much as is practicable. Classroom windows may be opened during lessons weather depending and as the weather improves over the course of the term.
25	The School has been split into year group pods to enable the ability to isolate different parts of the School should there be an outbreak of infection. Pupils will be taught mainly in one form room apart from certain lessons (Music, DT, Science, Art). Pupils in Years 5-8 may move between the three form rooms to enable academic sets to continue. Pupils will have assigned seats in each classroom which they should keep as much as possible to help with contact tracing if required. Pupils in Years 7 and 8 may use lockers; pupils in Reception – Year 6 will store their belongings in their classrooms. The School acknowledges the challenge for younger pupils to maintain social distancing, however, expects older pupils to be capable to do this to some degree. The School has the ability to identify pupil and staff close contacts via class registrations, locations and seating charts and maintains and updates this information as necessary. The School is able to quickly identify who should be required to self-isolate should there be a positive case.
26	Pupils are reminded of the importance to not mix with pupils from other pods before or after school and during break times where there is the possibility of overlap.
27	Break time play spaces are allocated to each year group at various times throughout the day to ensure that pupils stay in their distinct groups and that the pods do not mix. A break time rota is published to staff. Outside play spaces will be used as much as possible and weather depending.
28	The School will provide all catering for pupils during the lockdown period. Seating will be split between the Dining Hall and Assembly Hall to provide a large enough space and prevent pods from mixing. Lunchtime procedures are published to staff and are posted outside the dining areas. Staff are encouraged to eat their lunches at their desks although there is a small amount of seating available in the dining areas. The Sports Pavilion will be available for additional staff seating. Staff are reminded to maintain social distancing while queuing for lunch. A screen is used in the main servery to shield catering staff and food from pupils and other staff. Dining tables are wiped clean between the different year group pods. Pupils should only line up when their year bell rings.

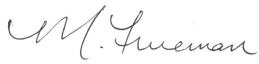
29	The School's fire evacuation procedures remain intact and all pupils and staff are aware of the fire assembly point (Front Pitch). New pupils will be made aware of the fire evacuation procedures by teachers. Pupils will assemble on Front Pitch in forms and can remain at a safe distance from other pods.
30	Residential staff are able to self-isolate in their private residences on the School site irrespective of the School remaining open or closed.
31	The School maintains close links with the local authority and health protection team over testing and results and actively engages with NHS Test and Trace. The School Surgery will be staffed from 0800-1645 on School days as normal. The old boys' changing room will be the dedicated isolation space should a pupil present COVID-19 symptoms and need isolating while awaiting collection. There is a designated toilet for the use of any pupil awaiting collection. The member of staff providing first aid will wear appropriate PPE which will be changed and disposed of properly between each pupil treated. Parents have been told via written guidelines not to send in any pupil displaying symptoms of COVID-19; a test should be arranged straightaway.
32	The School Nurse will maintain stocks of PPE for use by staff who wish to wear it.
33	School will take all reasonable measures to safeguard pupils who could be more susceptible to a virus outbreak. The School will adhere to all current guidance and will take all reasonable precautionary measures to safeguard these pupils.
34	The School will take all reasonable measures to safeguard staff with conditions that could make them more susceptible to a virus outbreak. The School has conducted health risk assessments on certain members of staff regarding their working environment. Reasonable adjustments identified in these assessments have been made and will be updated as necessary.
35	Staff are reminded to be vigilant regarding potential COVID-19 symptoms in pupils or colleagues; in particular a new, persistent cough, fever, and loss or change to sense of taste or smell.
36	The School's pastoral system remains in place. The Senior Pastoral Team meets regularly to discuss any concerns. The School's <i>Policy for Good Behaviour</i> and <i>Anti-Bullying Policy</i> remain in effect and any issues are reported to the Deputy Heads. Any safeguarding concerns are reported via MyConcern or directly to the DSL.
37	The School is offering a full curriculum to all pupils on site via the normal timetable. Learning support lessons will continue as normal. Clubs and prep sessions are offered to pupils; the School site will close at 5:30pm.
38	The School is prepared to move to the Home Learning Platform should any part or all of the school need to close. Pupils who are required to self-isolate due to Covid-19 will be provided with access to live-streamed lessons and work via Firefly.
39	The School follows all government guidance for the performing arts which may be found here: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a> .
40	One to one music lessons may continue on site. Visiting Music Teachers (VMTs) must wear face masks at all times, including during lessons. Music rooms are cleaned once every 24 hours by the housekeeping team; windows and doors should remain open as much as possible. The School provides door stops to be used during lessons, however, these <b>must</b> be removed when the room is unoccupied due to fire procedures. The School provides anti-bacterial wipes; teachers should wipe surfaces and piano keyboards at the beginning of the day and between lessons.
41	Pupils will not share musical instruments; instruments that are borrowed from the School stock will be cleaned and quarantined for three days by Music staff between uses.
42	VMTs may collect and return pupils to and from lessons as normal but should observe social distancing as much as possible.
43	The School provides hand sanitiser and can provide gloves for any VMT who wishes to wear them. Supplies are available in the Music Office. VMTs should supply their own masks to be worn at all times. The Music Office will have supplies of extra masks when needed.
44	All music ensembles will rehearse in year group pods of no more than 15 or in an appropriately-sized space for slightly larger numbers to mitigate any increased risk. As far as possible, ensembles for wind or brass instruments will not take place in the same rooms in consecutive lesson times to allow time for the room to air before re-use. Players of brass instruments are using a protective cover. Pupils will be positioned side by side. There will be at least 2 meters between pupils and the ensemble leader facing them. PPE will be available should a leader need to get closer than 2 meters during rehearsal. Pupils will wipe music stands at the end of the rehearsal. A register will be taken as normal. The Schola Cantorum group for Years 6-8 will rehearse as normal. The mixed school choir will rehearse by year group pods or in a space large enough for a mixed rehearsal and separated by year groups.
45	Singing lessons may take place. Teachers and pupils should maintain a 2 meter distance as per the guidance.
46	Year group choirs rehearse in pods only. The leader should maintain 2 meters from any pupil while singing. PPE will be available should staff wish to wear it.
47	Class music lessons may occur as normal.
48	There will be no live concerts or performances with an audience; this will be monitored and updated as guidance changes.
49	Assemblies will continue mainly on Zoom; however, one year group at a time will be invited to join in person.
50	There should be no singing in classrooms on site apart from with class music teachers.

51	The School will provide a full Games curriculum. School fixtures may occur and will be limited to local schools; no shared equipment or match teas and no spectators for the time being until the guidance changes.
52	Changing rooms will not be used for Games lessons. Pre-Prep and Juniors will change for games and PE in their classrooms. Pupils in Year 5, 6, 7 and 8 will come to school wearing their games kit (correct kit is specified in guidelines to parents) on Tuesdays, Wednesdays and Fridays for games lessons. Pupils in Years 5,6, and 7 will wear school uniform for PE but will change into trainers in the classroom. Changing rooms may be used for swimming lessons one class at a time.
53	All pupils will wear appropriate Games kit for lessons.
54	Pupils in Years 5-8 will wear face masks to and from Games and PE lessons but masks may be removed during the lesson.
55	All sporting equipment that is used across pods is cleaned with long-lasting anti-viral coating and does not need to be wiped between uses. The Head of Housekeeping and Director of Sport will ensure this occurs at appropriate intervals.
56	Staff will be vigilant to any poor behaviour or bullying regarding circumstances surrounding the pandemic. Message will be reinforced to pupils via PSHCE lessons.
57	Any poor behaviour regarding the pandemic and procedures at School either on site or via social media is unacceptable and will be dealt with in accordance to School's <i>Policy for Good Behaviour</i> and in line with expectation of parental behaviour as stated in the School's <i>Terms and Conditions</i> .
58	The Boarding House will be open as normal for choristers, probationers, weekly and flexi-boarders (boys and girls). The House operates as an additional pod on the School site.
59	Hand washing stations are spread out around the Boarding House. Boarders are encouraged to wash or sanitise hands before all meals or snacks.
60	The housekeeping team will pay particular attention with anti-bacterial / viral cleaners to bathrooms, showers and toilets in their cleaning routine. Boarders shower or bath on a rota to minimise the overlap across year groups between cleanings.
61	The House is fully staffed on a rota and boarders will know who is on duty and where to find a member of staff on duty for help at all times, including overnight. All non-residential members of staff (including Gap students) and children of residential staff will wear masks at all times when in the Boarding House.
62	Boarders use their own bedding, towels and toiletries and do not share with other boarders.
63	Boarders are reminded to stay in their own personal bed space and not to enter others' as much as possible.
64	Windows and doors in the dorms are opened as much as possible to promote good ventilation.
65	Boarders are reminded about maintaining a level of social distancing while in the common rooms as far as is practicable.
66	Choir practice takes place in the music block in C1. As per government guidance for the performing arts, choristers rehearse as a 'fixed group' with smaller groups used whenever possible. Choristers are spaced at least 2 meters apart and stand 'side by side' not 'face to face.' Any additional staff in the room during rehearsals should wear a face mask and remain at least 2m from anyone singing. Choristers stand at least 2m from the Director of Music when singing. Windows and doors remain open as much as possible. Choristers have their own music stand / position and do not share music.
67	Each boarder has their own music practice room and does not share musical instruments.
68	Boarders do not share tuck in the evenings. Use of the Boarding House kitchen is by staff only.
69	All Boarding House games and sporting activities that occur on-site as well as off-site visits are risk assessed and current assessments are available for viewing in the Boarding House folder on the staff drive. Activities take place outside as much as possible and weather depending. The Boarding House uses dedicated sporting equipment that is not shared across the school.
70	All Boarding House staff are vigilant for symptoms of COVID-19 and the House follows the same procedures as the rest of the school should a pupil present with symptoms. If a boarder presents with symptoms outside of school hours, Boarding House staff isolate the pupil in sick bay until parents are able to collect them as soon as possible. Depending on the outcome of the test, appropriate procedures will be followed identifying close contacts within the Boarding House and the correct procedures will be followed for those who need to self-isolate for 10 days.
71	When the choristers are in Chapel, Choristers and accompanying Boarding House staff wear face masks for the duration of the croc through College to Chapel. Choristers may remove masks while in the chorister-dedicated vestry. Disposable cups are used for drinking water. Choral Scholars have a separate space at the back of the Ante-Chapel for changing before and after the rehearsal / service. Choristers remove masks once in place in the choir stalls. Choristers and Choral Scholars are separated by an appropriate distance during the rehearsal / service. Boarding House staff must wear masks during the rehearsal / service and maintain social distancing from Choral Scholars and Chapel staff for the entire time in Chapel.
72	Staff and parents of Year 7 and 8 are sent explanatory letters regarding the lateral flow testing regime and self-test kits.
73	Staff and parents are notified about the procedures for self-testing and how to collect self-test kits. They are reminded that any positive result requires a confirmatory PCR test which should be arranged as quickly as possible.
74	Staff and parents are reminded to notify the School regarding any positive test result from a self-test kit and / or PCR test.
75	The School will follow all guidance and procedures regarding contact tracing should there be a confirmed positive test result.



Risk Assessment completed by:

Signature:

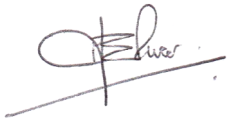


Meredith Trueman, Compliance

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Authorised by:

Signature:



Julia Purser, School Bursar

Signature:



Yvette Day, Head and Master over the Choristers