



HOMEFIELD PREPARATORY SCHOOL

COVID – 19 RISK ASSESSMENT

19th January 2022

Summary

The following points are a summary of the Risk Assessment that has been conducted by the School.

The Risk Assessment will be regularly updated to follow the latest Government guidance and to ensure the continued safety of staff, pupil, parents and contractors.

The Schools is using the current advice on operations:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1048357/220119 Schools guidance January.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1048357/220119_Schools_guidance_January.pdf)

Parents can find further guidance here updated by Government earlier in January:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges>

Classrooms and groups

- *The wearing of face coverings for Year 7 & 8 pupils is no longer required in classrooms*
- **The wearing of face coverings for Year 7 & 8 pupils, staff and visitors is required in communal areas, such as corridors until Jan 27th (In addition, they should be used by Year 7 and 8 boys on School Buses and on public transport)**
- The current guidance on contact tracing and isolation remains in place.
- Educational visits will resume with risk assessments to support them
- Classrooms will be well ventilated throughout the day
- Singing, music and performing arts can now resume with risk assessments in place to support activities
- Additional precautions may be required for those pupils deemed to be clinically vulnerable and seen to be at greater risk

COVID 19 Testing process

- The school has a “COVID-19 Testing Privacy statement” which has been sent to all parents of Year 7 and 8 pupils, staff and Governors
- All testing data will be recorded securely, and deleted by the school after 14 days
- Information has been provided to all parents, staff and Governors concerning the routine for testing when advised by the Government, the actions that will be taken on a positive test
- All Year 7 and 8 pupils are strongly encouraged to continue the twice weekly home testing under current Government guidelines
- Only staff and pupils that have returned a valid consent form will be tested. Consent can be withdrawn at any time
- Test instruction posters, booklets, FAQ and briefings are readily available to all members of staff involved in the testing process, as well as all other staff and Year 7 and 8 pupils
- All staff and Year 7 and 8 pupils are given home testing kits on a regular basis to ensure they can continue their testing regime as per Government guidance

Catering

- CH&Co have conducted a risk assessment to determine safe levels of manning and conduct within the kitchen
- Extra taps have been installed in outside locations to allow boys to fill their water bottles, rather than drinking from fountains, at an appropriate social distance

- Signs have been clearly displayed to advise boys to not use the drinking fountains but use their water bottles instead

Hand and Respiratory Hygiene

- Hand sanitiser stations are located all around the school
- Hand sanitiser, tissues, antibacterial wipes and lidded bins are located in every classroom
- Soap and hot water is stocked in every bathroom
- Numbers of pupils utilising the washrooms at any one time will be limited to ensure social distancing
- All groups will be directed by staff to wash hands after each session

Cleaning

- The School is cleaned daily, in the evening
- Teachers have a cleaning kit in each classroom to allow for cleaning of contact areas
- All waste will be double bagged and emptied on a daily basis

PPE

- PPE is available for the members of staff that require it to safely fulfil their role to care for symptomatic individuals
- Lateral flow testing kits are available to all staff, Year 7 and 8 pupils, as well as contract workers for home testing, on a regular basis, with results reportable to the School and the NHS. All staff and Year 7 & 8 pupils should complete a consent form prior to taking part in the lateral flow tests at school

Managing Cases and Contacts

- Any pupil showing symptoms will be isolated, their parents called and they will be sent home at the earliest opportunity
- Any member of staff showing symptoms will be asked to go home and follow Government guidance on testing

Staffing levels

- Should staff members start showing symptoms and be required to self-isolate, there are sufficient staff available to cover any necessary duties or roles
- As is ordinarily the case, risk assessments will be undertaken for all pregnant staff

- Additional precautions may be required for those staff deemed to be clinically vulnerable and seen to be at greater risk

Contractors

- All essential contractors are asked to complete a health induction prior to commencing work

Building works

- Diamond Build have conducted a Risk Assessment to determine the amount and type of work that is safe to take place
- No workmen will enter the active School buildings

Teaching and Learning

- Teaching and learning will take place at school as per the year group's normal timetable

Fire Safety

- Fire drills will take place as usual, observant of social distancing, with classes lined up separately from each other
- Fire doors should remain operational at all times and should not be left open

Ventilation

- All classrooms, dining room, ICT, Library and Performance suites in the new block have mechanical ventilation and CO² monitors switched on, ventilating fresh air at all times
- Other areas (Rae and Johnson Building) will be ventilated with open windows and doors (where safe to do so)

Drop off and Pick up

- There is no 'stop and drop' in operation, due to building works
- Parents and carers should make themselves aware of the Government's recommendations on transport to and from school and we have provided more detailed advice on this to parents using the School Bus service and to our drivers
- Parents and staff should be aware of increased pedestrian movement around the school and the new road layout, outside of the school premises

- Parents are advised NOT to congregate in groups outside the School and to observe social distancing

Contingency – the following areas are tested and ready to be deployed quickly, should circumstances require:

- *The Start/End times will be segregated into year group 'bubbles' and staggered to avoid boys crowding*
- *There is no stop and drop in operation. Parents must park up nearby and observe timing 'bubbles' for year groups*
- *Locations and timings of pickup have been separated by Year groups in the playground*
- *Parents to please wear masks at drop off/pick up, as you enter the school grounds*
- *No parents are allowed inside the buildings during this transition phase, unless by invitation*
- *Visiting parents are to sign in at Reception and please wear face masks in communal areas*
- *Thermal screening system will be in operation and all pupils and staff will be screened shortly after arrival at the school, each day*
- *Classrooms have been re-organised in terms of internal layout*
- *We will keep boys in Year Group 'bubbles' for lessons and for break times*
- *Boys will move between teaching rooms, in their bubbles, using a dedicated one way system around the school*
- *Teachers are going to try and maintain a 2m zone at the front of the class to help our staff stay safe*
- *Some lessons will take place in facilities such as the Design and Science labs. In these instances all equipment and surfaces will be disinfected between year groups*
- *Corridors will have a one-way system with signage*
- *There will not be any large group assembles or large gatherings*
- *On the day your son has sport, please send him dressed in his sport kit with trainers*
- *Boys' break times and mealtimes will be staggered and they will stay in their Year Group 'bubble'*
- *Boys that bring in packed lunches will eat them with their Year group bubbles*
- *Visitors will be asked to wear face masks in communal areas*
- *Parent discussions will normally be held via telephone or by invitation on-site*
- *Parent evening consultation will be conducted using video conferencing facilities*
- *Where meetings cannot happen remotely, they are to be held in a large, well ventilated room with suitable social distancing measures in place*
- *Play areas will be segregated to allow boys from within the same year to be able to remain within their groups and be socially distanced from other groups*
- *Outdoor climbing equipment, except in the Pre Prep Area, will not to be used as it cannot be appropriately cleaned between groups of pupils using it*

- *Outdoor play equipment will not be used simultaneously or subsequently by multiple groups. Each group will have their own set of equipment*