



Homefield Preparatory School

Covid-19 Risk Assessment Updated 10th November 2020 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.

Drop off and Pick up

- Thermal screening system will be in operation and all pupils and staff will be screened shortly after arrival at the school
- Start/End times will be segregated into year group 'bubbles' and staggered to avoid boys crowding
- There is no 'stop and drop' in operation, due to building works. Parents must park up nearby and observe timing 'bubbles' for year groups
- Parents and carers should make themselves aware of the Government's recommendations on transport to and from school & we have provided more detailed advice in 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
- Locations of pickup have been separated by Year Groups in the playground
- Parents are advised NOT to congregate in groups outside the School
- No parents are allowed inside the building during this transition phase, unless by invitation
- Visiting parents are to sign in and please wear face masks in communal areas

Classrooms and groups

- Classrooms have been re-organised in terms of internal layout
- We will keep boys in Year Group 'bubbles' for lessons and for break times
- Year 7 and 8 students to wear face masks in corridors, as will accompanying staff or staff using the same corridors as Year 7 & 8
- Specialist teachers will usually go to the boys' Form Rooms, to minimise movement
- 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
- Narrow Corridors will have a one-way system with signage, as required during the phased return
- All boys staff to follow keep left rule
- There will not be any large group assemblies or large gatherings
- No boys will take any text or exercise books between home and school during the transition period. Homework and prep will take place, but Microsoft Teams will be used to facilitate this
- On the day your son will have sport please send him dressed in his sport kit with trainers
- All boys should attend in School uniform (other than on sport days, as above)
- Classrooms will be well ventilated throughout the day

Catering

- Boys' break times and mealtimes will be staggered and they will stay in their Year Group 'bubble'
- A normal lunch system will be used throughout the school and boys that continue to bring in a packed lunch, will eat it with their year groups in the dining hall.
- CH&Co have conducted a risk assessment to determine safe levels of manning and conduct within the kitchen
- All boys that are bringing packed lunches into school are to ensure that they are healthy and nut free
- Pupils are not to share the content of their packed lunch with any other pupil
- 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 deep cleaned daily, in the evening
- Estate Staff will clean communal heavy use areas throughout each day
- 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
- Following Government guidance, it is unlikely to be necessary for all staff and pupils to wear PPE as PPE is not recommended in educational settings
- Visitors will be asked to wear face masks in communal areas and only essential visitors will be allowed on site

Safeguarding

- The School has amended its safeguarding policy to take the provision of remote learning into account

Meetings

- Parent discussions will normally be held via telephone
- Where meetings cannot happen remotely, they are to be held in a large, well ventilated room with suitable social distancing measures in place
- Common Room – please maintain social distancing and wipe down computer and workstations after use with Covid kits

Play areas and equipment

- 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 will not 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

Those who are showing symptoms

- 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 isolate for at least 10 days
- Any contractor showing symptoms will be asked to leave the site and will not be allowed back on site for at least 10 days

Staffing levels

- All staff have been brought back off furlough to ensure that there are appropriate levels of staff to be able to safely run all aspects of the school
- Should staff members start showing symptoms and be required to self-isolate, there are sufficient staff available to cover any necessary duties or roles

Trips and activities

- All residential trips have been cancelled for this term
- All activities that required a gathering of individuals have been cancelled, such as sports day and speech day, unless Government guidance changes and they are deemed safe to take place

Contractors

- All non-essential contractors have been asked not to attend the site
- All essential contractors are asked to complete a health induction and to be thermally screened, 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 School buildings