



Helping Youth & Community from Start to Finish

COVID-19 Risk Assessment for OnTrak 2021-2022

These “Plan, Do and Review” preventative measures in this risk assessment are **not mandatory** but are provided as guidance on reducing the risk of transmission and comply with DfE ‘system of control’ requirements for OnTrak. OnTrak and other settings must consider their own situation and adapt the assessment by editing the measures where appropriate. **However, OnTrak has decided to continue to be vigilant over Covid-19 and will recommend that masks and other Covid-19 procedures (hand sanitizing, LFT tests, masks, social distancing where possible) are maintained.** This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.

Who may be at risk: Employees, students and young people, families (parents, carers and siblings), visitors, contractors, members of public.
Vulnerable groups: Where OnTraks apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.). An individual risk assessment may be appropriate.

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	Prepare Employees, Parents and students and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
Buildings <ul style="list-style-type: none"> Ensure that all health and safety compliance checks 	Employees <ul style="list-style-type: none"> Involve employees in plans to return to 	Access <ul style="list-style-type: none"> Entry points to OnTrak controlled 	Minimising contacts and mixing between people reduces transmission of	Minimise contact with individuals who are unwell:	<ul style="list-style-type: none"> Consultation with employees and trades union Safety

<p>have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.).</p> <ul style="list-style-type: none"> • Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). • Ventilation and AC systems working optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent). • Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room. • Ensure OnTrak has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. • Provide suitable and sufficient bins to support students and staff to follow the 'catch it, bin it, kill it' approach. • Provide sufficient tissues in all rooms. • Consider if the OnTrak site can be split into separate zones where groups of students can remain to 	<p>OnTrak and listen to any suggestions on preventative measures that can be taken.</p> <ul style="list-style-type: none"> • Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments. • Employees fully briefed about the plans and protective measures identified in the risk assessment. • Regular staff briefings. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend OnTrak. • Information shared 	<p>(including deliveries).</p> <ul style="list-style-type: none"> • Building access rules clearly communicated through signage on entrances. • OnTrak start times staggered so bubbles arrive at different times. • Floor markings outside OnTrak to indicate distancing rules (if queuing during peak times). • Screens installed to protect employees in reception. • Shared pens removed from reception. • Touch screen signing in devices in reception cleaned regularly. • Hand sanitiser provided at all entrances. • Students, staff and visitors to remove face coverings at OnTrak and wash hands immediately on arrival. • Covered bins where available provided on entrances to dispose of temporary face coverings. 	<p>COVID-19 and the OnTrak will consider how to implement this.</p> <p>'Bubbles'</p> <ul style="list-style-type: none"> • Bubbles will no longer be used but the rules to minimise mixing will stay in place. <p>Minimise mixing</p> <ul style="list-style-type: none"> • Whatever the size of the group, they are to be kept apart from other groups where possible. • Groups use the same classroom or area of a setting throughout the day. • Mixing between students kept to a minimum during arrival, lunchtime, breaks and departure. • Student movements around the OnTrak site, either in groups or individuals is controlled to limit contact and mixing. • Groups will stay within a specific "zone" of the site to minimise mixing. • The number of students in shared 	<ul style="list-style-type: none"> • Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend OnTrak. • If anyone becomes unwell at OnTrak they will be isolated, sent home and provided with information on what to do next. • An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child). • Staff caring a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. • Staff to wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been to be cleaned after 	<p>Reps on risk assessments.</p> <ul style="list-style-type: none"> • Risk assessment made available from OnTrak. • Nominated employees tasked to monitoring protection measures. • Members of staff are on duty at breaks to ensure compliance with rules. • Staff encouraged to report any non compliance. • The effectiveness of prevention measures will be monitored by OnTrak leaders. • This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.
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<p>minimise mixing.</p> <ul style="list-style-type: none"> • Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required. • Consider separate facilities be provided for meals and refreshments in different zones (e.g. pods, kiosks, cafes). • Evaluate the capacity of rooms and shared areas. • Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc. • Consider door signs mounted to identify max number in room / toilets at one time. • COVID-19 posters/ signage displayed. • Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered. • Consider one-way system if possible for circulation around the building. • Stairways to be up or down only. • Put down floor markings along the middle of two-way 	<p>about testing available for those with symptoms.</p> <ul style="list-style-type: none"> • Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should refer to curriculum specific guidance. • Heads of Departments/ teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use). • Identify and plan lessons that could take place outdoors. • Consider how online resources can be used to shape remote learning. • Plan for remote education for students, alongside classroom teaching in case of a lockdown or students having to isolate. <p>Parents/students</p> <ul style="list-style-type: none"> • Review EHCPs where required. 	<ul style="list-style-type: none"> • Sealable plastic bags provided for reusable face coverings to take home with them. • Gathering at the OnTrak gates prohibited. • Staff on duty outside OnTrak to monitor protection measures. <p>Visitors</p> <ul style="list-style-type: none"> • Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.). • Parents/carers and visitors coming onto the site without an appointment is not to be permitted. • Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Where possible visits arranged outside of OnTrak hours. • A record kept of all visitors to assist NHS Test and Trace, including: 	<p>spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles.</p> <ul style="list-style-type: none"> • Large gatherings such as assemblies or collective worship with more than one group to be avoided. • Separate spaces for each group clearly indicated. • Multiple groups do not use outdoor equipment simultaneously. • Limiting the number of students who use the toilet facilities at one time. • Allow students to have access to toilets at all times during the day to prevent queues developing at social times. • The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. • Staff that move between classes and year groups, to keep their distance from 	<p>they have left.</p> <ul style="list-style-type: none"> • Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. <p>Hand washing</p> <ul style="list-style-type: none"> • Frequent hand washing encouraged for adults and students (following guidance on hand cleaning). • Sufficient handwashing facilities are available. • Where there is no sink, hand sanitiser provided in classrooms. • Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. • Students to clean their hands when they arrive at OnTrak, when they return from breaks, when they change rooms and before and after eating. • Staff help is available 	
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<p>corridors/stairs to keep groups apart and 'keep left' signs.</p> <ul style="list-style-type: none"> • In areas where queues may form, put down floor markings to indicate distancing. • Can separate doors be used for in and out of the building (to avoid crossing paths). • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary. • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). • Organise classrooms for maintaining space between seats and desks. • Arrange desks seating students side by side and facing forwards. • Inspect classrooms and remove unnecessary items and furniture to make more space. • Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and 	<ul style="list-style-type: none"> • Educate students before they return about the need to stay apart from others and expectations around hygiene. • Communicate to parents on the preventative measures being taken. • Post the risk assessment or details of measures on OnTrak website. • Parents and students informed about the process that has been agreed for drop off and collection. • Ensure parents have a point of contact for reassurance as to the plans put in place. • Limit the equipment students bring into OnTrak each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. • Bags are allowed. • All students told to provide personal equipment (pens, pencils, rulers calculators etc.) to 	<ul style="list-style-type: none"> ○ the name; ○ a contact phone number; ○ date of visit; ○ arrival and departure time; ○ the name of the assigned staff member. 	<p>students and other staff.</p> <p>Distancing</p> <ul style="list-style-type: none"> • Staff to keep 2 metres from other adults as much as possible. • Where possible staff to maintain distance from their students, staying at the front of the class. • Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. • Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff. • The occupancy of staff rooms and offices limited. • Use of staff rooms to be minimised. • Staff in shared spaces (e.g. office) to avoid working facing each other. • Reducing use of lifts to only those that need to use them. 	<p>for students who have trouble cleaning their hands independently (e.g. small children and students with complex needs).</p> <ul style="list-style-type: none"> • Use resources such as "e-bug" to teach effective hand hygiene etc. <p>Respiratory hygiene</p> <ul style="list-style-type: none"> • Adults and students are encouraged not to touch their mouth, eyes and nose. • Adults and students encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Tissues to be provided. • Bins for tissues provided and are emptied throughout the day. <p>Cleaning</p> <ul style="list-style-type: none"> • Sanitising spray and paper towels to be provided in classrooms for use by members of staff. • Thorough cleaning of 	
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<p>frequently touched surfaces.</p> <p>Timetabling and lessons</p> <ul style="list-style-type: none"> OnTrak students will continue to use the regular timetable but continuing with the minimal mixing where possible. This might change depending on the circumstances based around another outbreak or lockdown. <p>Policies and procedures</p> <ul style="list-style-type: none"> Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> Safeguarding/child protection Behaviour Curriculum NQTs Special educational needs Visitors to OnTrak Ensure website is compliant with regards to the publishing of policies. Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place. Governing boards and OnTrak leaders to have regard to staff (including the headteacher) work-life 	<p>ensure no shared use in class.</p> <ul style="list-style-type: none"> Parents informed only one parent to accompany child to OnTrak. Parents and students encouraged to walk or cycle where possible. Clear messages to students about minimising the use of public transport and how to reduce the risks of transmission outside of OnTrak. Staggered drop-off and collection times planned and communicated to parents. Made clear to parents that they cannot gather at entrance gates or doors. Encourage parents to phone OnTrak and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). Communications to parents (and young people) includes advice on transport. 		<ul style="list-style-type: none"> Use a simple 'no touching' approach for young children to understand the need to maintain distance. Older children to be encouraged to keep their distance within bubbles. <p>Minimising contact</p> <ul style="list-style-type: none"> Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied. Taking books and other shared resources home limited, although unnecessary sharing avoided. Staff and students to have their own individual and very frequently used equipment, such as pencils and pens. <p>Educational Visits and journeys</p> <ul style="list-style-type: none"> From the autumn term, non-overnight educational visits only. Risk assessments of visits and journeys to 	<p>rooms at the end of the day.</p> <ul style="list-style-type: none"> Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.). Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles. Outdoor equipment appropriately cleaned frequently. Toilets to be cleaned regularly. Hand sanitiser provided for the operation of lifts. Staff providing close hands-on contact with students need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning 	
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<p>balance and wellbeing. Information shared about the extra mental health support for students and teachers is available.</p> <p>Response to any infection</p> <ul style="list-style-type: none"> • Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. • Plan how to inform staff members and parents/ carers that they will need to be ready and willing to <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms; ○ inform the OnTrak immediately of the results of a test; ○ provide details of anyone they have been in close contact with; ○ self-isolate if necessary. 	<p>Others</p> <ul style="list-style-type: none"> • Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers). • Assurances that caterers comply with the guidance for food businesses on COVID-19. • Limit visitors by exception (e.g. for priority contractors, emergencies etc.). 		<p>be undertaken by visit leaders.</p> <ul style="list-style-type: none"> • No overnight and overseas visits until government guidance changes. • Students grouped together on transport in the same bubbles that are adopted within OnTrak where possible. • Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used). • The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their setting. • Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicles between each journey. 	<p>of surfaces.</p> <p>PPE</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at OnTraks, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. <p>First Aid</p> <ul style="list-style-type: none"> • Check if qualifications run out. Consider enrolling more staff on training. • Employees providing first aid to students will not be expected 	
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				<p>to maintain 2 metres distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> • washing hands or using hand sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. • Dispose of all waste safely. 	