# Ambitious About Autism Risk Assessment – Coronavirus (2019-NCoV) Risk Assessment – The Rise School

### Definitions

"AaA" means Ambitious About Autism and Ambitious About Autism Schools Trust.

## Clarifications

The purpose of this Risk Assessment is to outline risks associated with the COVID-19 pandemic, as well as the actions AaA is taking to manage these risks, specifically for The Rise School. This particular risk assessment is to cover a specific AaA setting and is intended to cover any person entering that setting, regardless of whether they are a pupil, parent or guardian, member of staff, volunteer, partner, visitor or contractor.

Separate, more specific risk assessments have been drawn up for specific groups of staff, as well as pupils and learners. This risk assessment is different in the sense that it is intended to cover the access to and generally understood activities within particular setting or location.

AaA recognizes that some staff are classified as per the government guidance as being particularly vulnerable. Where appropriate and in accordance with government guidance, separate, individual risk assessment and subsequent adjustments will be made for these staff.

#### THIS RISK ASSESMENT MUST BE READ IN CONJUNCTION WITH THE GENERIC "SCHOOL AND COLLEGE STAFF" RISK ASSESMSENT (\*Please see footnote on final page of this document) THIS RISK ASSESMENT IS REVIEWED EVERY 2 WEEKLY, AND WILL THEREFORE CAPTURE ANY ADDITIONAL CONTROL MEASURES DEEMED NECCESARY AS THEY ARISE.

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### 1.0 Background

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. Typical symptoms of coronavirus may include a fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties. The UK government is updating the official symptoms periodically, as more is learned about the disease.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer, and chronic lung disease.

Novel coronavirus (2019-nCov) is a new strain of coronavirus first identified in Wuhan City, China.

### 2.0 Latest Information

The links below provides the very latest information from the NHS and UK government websites.

#### NHS General COVID-19 Guidance

https://www.england.nhs.uk/coronavirus/primary-care/about-covid-19/

#### NHS COVID-19 Symptoms

https://www.england.nhs.uk/coronavirus/community-social-care-ambulance/symptoms-of-covid-19-and-medical-advice/

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## 3.0 Risk Assessment

			Ambitious about Autism Schools Trust			
Description of tas	k and specific area be	ing assess	ed			
Coronavirus (2019	Coronavirus (2019-NCoV) – The Rise School, Browells Lane, Feltham, Middlesex, TW13 7EF					
Name of Assessor	r: Leigh-Anne Sullivan		Reviewed by: Helen Ralston	Date of Assessment: 20/05/2020		
Position Held: Sch	nool Business Manager	ſ	Position Held: Head of School	Planned Review Date: Reviewed weekly		
Activity or Area	Risk Identified	Persons	Control Measures			
Hazard		at Risk	(Mitigating actions and measures taken by AaA)			
Description						
Communal areas of the school: Corridors, entrance, reception, staircases.	Risk of contracting COVID19 from pupils, colleagues, or others within the teaching & learning environment.	Staff, pupils, visitors	<ul> <li>cleanliness / appropriate use and application</li> <li>2) Ensure social distancing where possible. <i>Th instances, this may be either extremely dis social distancing should be practised. As a is not expected to be implemented within</i></li> <li>3) All building users are to clean their hands users and after sneezing or coughing.</li> <li>4) All building users are encouraged not to to to 5) Use a tissue or elbow to cough or sneeze a it').</li> <li>6) Ensure that bins for tissues are emptied th</li> <li>7) Display up-to-date posters encouraging so</li> <li>8) Display up-to-date posters on doors where entry. E.g. only 2 pupils and 1 member of s</li> <li>10) Display walk on the left signs around the b</li> </ul>	fficult or impossible, but where at all possible, of the September 2020 return, social distancing classrooms. upon arrival at the school, before and after uch their mouth, eyes, and nose. nd use bins for tissue waste ('catch it, bin it, kill roughout the day. cial distancing throughout the school. gular and proper handwashing throughout the e areas or rooms are limited to set numbers of taff are allowed in this room at any one time. e there is no entry to a room.		

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Image: construct of the construction of the constr				<ol> <li>Use tape or floor stickers where appropriate to demarcate areas to encourage and reinforce social distancing.</li> <li>Provide high alcohol hard surface wipes/disinfectant spray, for assigned staff to wipe down high contact areas within assigned zones.</li> <li>All members of staff when working from school are required to have a radio with them at all times if they require support.</li> <li>Posters on internal doors to remind pupils and staff to 1 person at a time in the locker room.</li> <li>Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces and bathrooms.</li> <li>Severely restrict external visitors from entering the education settings. Any and all visitors must have a critical reason for entering the building.</li> <li>Restrict contractor attendance to critical and compliance-related work only, ensuring that said work is undertaken over weekends or after hours where at all possible.</li> <li>Ensure areas are ventilated, opening windows and propping open doors wherever possible.</li> <li>Staff of our Schools and colleges to wear face coverings in communal areas such as</li> </ol>
ReceptionOver Crowding in entrance area, risk of contracting pupils, colleagues, or othersStaff, pupils, visitors1)Posters on doors and windows to remind people to keep distance.2)Using tape/stickers/spray paint to demarcate 2m distance around the outside of the building for people on foot to wait.3)Using tape or floor stickers to demarcate 2m distance within reception and foyer.4)PPE available to staff, pupils and visitors who choose to wear it, gloves and Face coverings. others5)Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts.Gated entrancesOver-crowding at risk of contracting visitorsStaff, visitors1)SchoolStaff, contracting risk of contracting visitors1)Signage on gates to remind people of entry point and to wash hands. Using tape/stickers/spray paint to demarcate 2m distance around the outside of the building for people on foot to wait.Gated entrancesOver-crowding at risk of contracting visitorsStaff, visitors1)Signage on gates to remind people of entry point and to wash hands. building for people on foot to wait.GOVID19 from 				
and exits to schoolentrance area, risk of contracting COVID19 from pupils, colleagues, orpupils, visitors2) Using tape/stickers/spray paint to demarcate 2m distance around the outside of the building for people on foot to wait. 3) Portable handwashing facilities at each entrance and exit. 4) Staff at each entrance and exit to support and direct.		entrance area, risk of contracting COVID19 from pupils, colleagues, or	pupils,	<ol> <li>Posters on doors and windows to remind people to keep distance.</li> <li>Using tape/stickers/spray paint to demarcate 2m distance around the outside of the building for people on foot to wait.</li> <li>Using tape or floor stickers to demarcate 2m distance within reception and foyer.</li> <li>PPE available to staff, pupils and visitors who choose to wear it, gloves and Face coverings.</li> <li>Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need</li> </ol>
	and exits to	entrance area, risk of contracting COVID19 from pupils, colleagues, or	pupils,	<ol> <li>Signage on gates to remind people of entry point and to wash hands.</li> <li>Using tape/stickers/spray paint to demarcate 2m distance around the outside of the building for people on foot to wait.</li> <li>Portable handwashing facilities at each entrance and exit.</li> <li>Staff at each entrance and exit to support and direct.</li> </ol>

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Standard	Risk of pupils / staff	Staff,	These control measure are in addition to the General Classroom Risk Assessment.
Classrooms – 001,	contracting COVID19	pupils	1) Posters within classrooms to remind pupils and staff to keep distance when and where
002, 003, 004,	– Number of staff		possible and wash hands regularly.
006, 007, 008,	and pupils		2) Posters on internal doors to remind pupils and staff to maintain 1 person at a time in the
101, 102, 104,			quiet room.
105, 106, 107			3) Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes
			located in each room in use.
			4) All members of staff when working from school are required to have a radio with them at
			all times if they require support.
			5) Individual device allocated to pupil, secured to ensure no trip hazards and cross
			contamination.
			6) Individual pupil pencil cases and workbooks allocated to reduce cross contamination.
			7) Regular handwashing incorporated into timetable.
			8) Ensure a strict and regular cleaning regime, with particular attention to frequently touched
			surfaces.
			9) Ensure areas are ventilated, opening windows and propping open doors wherever possible.
			10) Ensure that the same teaching and learning assistants are assigned to each group and, as
			far as possible, these stay the same during the day and on subsequent days.
			11) Ensure that wherever possible pupils use the same classroom or area of a setting
			throughout the day, with a thorough cleaning of the rooms at the end of the day, seating
			students at the same desk each day if they attend on consecutive days.
Specialist	Risk of pupils / staff	Staff,	These control measures are in addition to the Food Technology Risk Assessment.
Classroom – Food	contracting COVID19	pupils	1) Posters within classrooms to remind pupils and staff to keep distance and wash hands
Tech 108	<ul> <li>Number of staff</li> </ul>		regularly.
	and pupils		2) All members of staff when working from school are required to have a radio with them at
			all times if they require support.
			3) Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes
			located in each room in use.
			4) Regular handwashing incorporated into timetable.
			5) Ensure a strict and regular cleaning regime, with particular attention to frequently touched
			surfaces.
			6) Ensure areas are ventilated, opening windows and propping open doors wherever possible.

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			7) The same teaching and learning assistants are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.	
			8) One person to a workstation.	
Specialist	Risk of pupils / staff	Staff,	These control measure are in addition to the Gym Risk Assessment.	
Classroom –	contracting COVID19	pupils	1) Posters within room to remind pupils and staff to keep distance and wash hands regularly.	
Common Room & Gym 005	<ul> <li>Number of staff</li> <li>and pupils</li> </ul>		<ol> <li>All members of staff when working from school are required to have a radio with them at all times if they require support.</li> </ol>	
·			<ol> <li>Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes located in each room in use.</li> </ol>	
			4) Regular handwashing incorporated into timetable.	
			<ul><li>5) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces and equipment.</li></ul>	
			6) Ensure areas are ventilated, opening windows and propping open doors wherever possible.	
			7) One group/bubbles to use room at one time.	
			8) Equipment is not to be shared unless it has been cleaned and disinfected between use.	
Specialist	Risk of pupils / staff	Staff,	1) Posters within room to remind pupils and staff to keep distance and wash hands regularly.	
Classroom –	contracting COVID19	pupils	2) All members of staff when working from school are required to have a radio with them at	
Sensory Room	– Number of staff		all times if they require support.	
010	and pupils		3) Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes located in each room in use.	
			<ul><li>4) Regular handwashing incorporated into timetable.</li></ul>	
			<ul><li>5) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces and computer equipment.</li></ul>	
			6) Ensure areas are ventilated, opening windows and propping open doors wherever possible.	
			7) One group/bubbles to use room at one time.	
			8) Equipment is not to be shared unless it has been cleaned and disinfected between use.	
Sports Hall - also	Risk of pupils / staff	Staff,	1) Display up-to-date posters encouraging social distancing throughout the school.	
used as a dining hall for lunches	contracting COVID19 – Number of staff	pupils	<ol> <li>Display up-to-date posters encouraging regular and proper handwashing throughout the school.</li> </ol>	
	and pupils		<ol> <li>Use tape or floor stickers where appropriate to demarcate areas to encourage and reinforce social distancing.</li> </ol>	
			4) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces.	
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			<ol> <li>Use disposable cutlery / crockery in pupil eating areas across all bubbles and dining locations.</li> </ol>
			6) Ensure areas are ventilated, opening windows and propping open doors wherever possible.
			7) Lunch times will be split into 2 sittings to ensure social distancing.
			8) The daytime cleaner would be on site during this time and will assist in cleaning the tables and touch points in between sittings.
Dining Hall - also	Risk of pupils / staff	Staff,	1) Display up-to-date posters encouraging social distancing throughout the school.
used as sports hall	contracting COVID19 – Number of staff	pupils	<ol> <li>Display up-to-date posters encouraging regular and proper handwashing throughout the school.</li> </ol>
	and pupils		<ol> <li>Use tape or floor stickers where appropriate to demarcate areas to encourage and reinforce social distancing.</li> </ol>
			4) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces.
			<ol> <li>Use disposable cutlery / crockery in pupil eating areas across all bubbles and dining locations.</li> </ol>
			<ul><li>6) Ensure areas are ventilated, opening windows and propping open doors wherever possible.</li><li>7) Lunch times will be split into 2 sittings to ensure social distancing.</li></ul>
			8) The daytime cleaner would be on site during this time and will assist in cleaning the tables and touch points in between sittings.
Kitchen	Risk of contracting COVID19 from	Staff, pupils	1) Ensure strict and regular kitchen cleaning regime, with particular attention to surfaces and equipment people can touch.
	surfaces within the kitchen / canteen		2) Use signage and stickers near and in entrances to the kitchen, only 1 member of staff to enter at a time, to reinforce the importance of social distancing and handwashing.
	facilities.		3) Ensure that staff using the kitchen are supplied with adequate and appropriate PPE.
			4) Ensure very good supplies of soap to support and encourage good handwashing practice.
			5) Ensure ample supply of cleaning consumables.
			<ol> <li>All members of staff are required to have a radio with them at all times if they require support.</li> </ol>
			7) Lunch times will be split into 2 sittings to ensure social distancing.
			8) Staff will maintain social distancing when serving food.
			9) Ensure areas are ventilated, opening windows and propping open doors wherever possible.

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Medical Room	Risk of pupils / staff	Staff,	These control measures are in to work alongside the First Aid & Health Care Policy.
	contracting COVID19	Pupils,	1) Display up-to-date posters encouraging social distancing throughout the school.
	- Contamination	visitors	<ol> <li>Display up-to-date posters encouraging regular and proper handwashing throughout the school.</li> </ol>
			<ol> <li>Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes located in each room in use.</li> </ol>
			<ol> <li>Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces.</li> </ol>
			5) Ensure areas are ventilated, opening windows and propping open doors wherever possible.
			<ol> <li>Staff supplied with adequate and appropriate PPE (FACE COVERINGs, gloves, aprons, etc) to support with first aid and medication administration.</li> </ol>
1:1 Room – now being used as the	Risk of pupils / staff contracting COVID19	Staff, Pupils,	<ol> <li>Display up-to-date posters on door: Isolation Room. Do not enter unless exhibiting COVID- 19 symptoms.</li> </ol>
COVID-19 Assessment Room	-Contamination	visitors	<ol> <li>Staff supplied with adequate and appropriate PPE, located in the medical room, before entering the isolation room to take a suspected symptomatic individual's temperature.</li> </ol>
for people displaying symptoms.			3) If exhibiting symptoms, the individual is to remain in the isolation room, SLT are alerted of symptoms and arrangements are made for the individual to leave the site, self-isolate for at least 10 days from when the symptoms started arrange to have a test to see if you have COVID-19.
			<ol> <li>Ensure the room is thoroughly cleaned using disinfectant and disposable cloths, and well ventilated after an individual has entered and used this room.</li> </ol>
			<ol> <li>All PPE worn is to be removed, placed in a bin liner, double bagged and left for 72 hours before being taken to the bin shed.</li> </ol>
			6) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces.
			7) Ensure areas are ventilated, opening windows and propping open doors wherever possible.
Office Spaces	Risk of pupils and	Staff,	1) Display up-to-date posters encouraging social distancing.
	staff contracting	pupils	2) Display up-to-date posters encouraging regular and proper handwashing.
	COVID19 from other		<ol> <li>Display posters on doors of offices – 1 person only, please wait here.</li> </ol>
	pupils / colleagues /		4) Implement zoning of desk spaces within the office areas to discourage colleagues using
	others within the		multiple desks.
	office environment.		5) All members of staff when working from school are required to always have a radio with
			them if they require support.
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Staff Room	Risk of contracting COVID19 from surfaces within the kitchen / canteen facilities and overcrowding.	Staff, Pupils, visitors	<ol> <li>6) Provide hand sanitiser, antibacterial wipes/disinfectant spray and high alcohol content device wipes within the office space.</li> <li>7) Phones and computers are to be cleaned routinely throughout the day.</li> <li>8) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces.</li> <li>9) Ensure areas are ventilated, opening windows and propping open doors wherever possible.</li> <li>1) Posters to remind staff to keep distance and wash hands regularly.</li> <li>2) All members of staff when working from school are required to always have a radio with them if they require support.</li> <li>3) Use tape or floor stickers where appropriate to demarcate areas to encourage and reinforce social distancing.</li> <li>4) 3 zones for preparing food and drinks.</li> <li>5) Ensuring seating arrangements are 1m+ distance apart</li> <li>6) Maximum capacity of staffroom is 25.</li> <li>7) Stagger break and lunch times to minimise footfall at one time.</li> <li>8) Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes located in each room in use.</li> <li>9) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces.</li> <li>10) Use disposable cutlery / crockery in staff eating areas across all bubbles and dining locations.</li> </ol>
Staff Hub	Risk of pupils and staff contracting	Staff, pupils	<ol> <li>Ensure areas are ventilated, opening windows and propping open doors wherever possible.</li> <li>Posters to remind staff to keep distance and wash hands regularly.</li> <li>Use tape or floor stickers where appropriate to demarcate areas to encourage and</li> </ol>
	COVID19 from other pupils / colleagues / others within the office environment.		<ul> <li>reinforce social distancing.</li> <li>3) All members of staff when working from school are required to always have a radio with them if they require support.</li> <li>4) Ensuring seating arrangements are 1m+ distance apart.</li> <li>5) Implement zoning of desk spaces to discourage colleagues using multiple desks.</li> <li>6) Provide hand sanitiser, antibacterial wipes/disinfectant spray and high alcohol content device wipes within the office space.</li> <li>7) Phones and computers are to be cleaned routinely throughout the day.</li> </ul>

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			8) Ensure a strict and regular cleaning regime, with particular attention to frequently touched		
			surfaces.		
			9) Ensure areas are ventilated, opening windows and propping open doors wherever possible		
Playground and	Risk of pupils / staff	Staff,	<ol> <li>Use prominent signage to encourage and reinforce social distancing.</li> </ol>		
sensory garden	contracting COVID19	pupils	<ol><li>Use tape or floor stickers where appropriate to demarcate areas to encourage and</li></ol>		
	- Number of pupils		reinforce social distancing.		
	Contamination		<ol> <li>All members of staff when working from school are required to always have a radio with them if they require support.</li> </ol>		
			4) Stagger break and lunch times to avoid class groups mixing.		
			5) One group to use the sensory garden at one time.		
			6) Playgrounds to be cleaned routinely throughout the day. Focus to be on handles as well as		
			metal & plastic surfaces being cleaned with anti-bacterial spray.		
			<ol> <li>Any equipment must be cleaned and disinfected between group use. Equipment must not be shared with other groups at the same time.</li> </ol>		
Use of toilets and	Risk of pupils / staff	Staff,	1) Ensure strict and regular bathroom cleaning regime, with particular attention to surfaces		
bathrooms	contracting COVID19	Pupils,	people can touch.		
	from surfaces within	visitors	<ol> <li>Ensure regular emptying and replacement of sanitary-related disposal units.</li> </ol>		
	toilet / bathroom		<ol> <li>Ensure ample supply of bathroom consumables and cleaning consumables.</li> </ol>		
	facilities.		<ul> <li>4) Ensure very good supplies of soap to support and encourage good handwashing practice.</li> </ul>		
	racincies.		5) Ensure that posters, specifically promoting handwashing are displayed prominently in all		
			toilets and bathrooms.		
			6) Hand dryers are not in use, ample supply of paper towels to dry hands and dispose of in		
			bins provided.		
Physical	Risk of contracting	Staff,	1) Continue to implement all established practise around P.I being a last resort - all proactive		
Intervention	COVID19 from pupils	Pupils	strategies are in place (including use of known distractors and preferred items) to minimis		
	or staff whilst being		risk of needing to use physical intervention		
	in sustained physical		2) Ensure staff who are attending an escalation adhere to PPE guidance (e.g.) Their choice to		
	intervention		wear a mask/gloves)		
			3) If P.I looks to be sustained then escort to soft play, then arrange deep clean.		
			<ul><li>4) Staff who attend escalations may choose to bring a change of clothes to school.</li></ul>		
			5) Consider using visor if pupils might spit, if and only if appropriate.		
Food	Risk of contracting	Staff,	<ol> <li>Ensure that staff supporting pupils and learners during mealtimes or food-related learning</li> </ol>		
Management	COVID19 from pupils	,	activities are supplied with adequate and appropriate PPE and wash their hands regularly.		
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	or staff whilst	Pupils,	2) Use tape within dining or teaching spaced to demarcate zones to encourage and reinforce		
	working with food and during mealtimes.	visitors	<ul> <li>social distancing where practicably possible.</li> <li>3) Remove / rearrange furniture if practical and possible to ensure adequate space is allowed between pupils and learning activities.</li> </ul>		
			<ol> <li>Ensure that food is not left out and / or exposed for extended periods. Unfinished food should be promptly discarded.</li> </ol>		
			<ol> <li>Use disposable cutlery / crockery in pupil eating areas across all bubbles and dining locations.</li> </ol>		
			6) Not allow the sharing of food between pupils, learners and the staff supporting them.		
Cleaning of school	Risk of contracting	Cleaners,			
	COVID19 from	Staff,	1) Ensure Cleaning team are included in communicating the risk assessment.		
	surfaces, infecting others by not	Pupils, Visitors	<ol> <li>Cleaning company, Nviro, supply their cleaners with appropriate PPE to safely undertake their cleaning regime.</li> </ol>		
	cleaning using		<ol><li>All chemicals used are updated with COSHH data sheets and risk assessments.</li></ol>		
	appropriate		<ol><li>Standard cleaning regime continues between 4:15-6:15am of whole school.</li></ol>		
	chemicals and PPE		<ol> <li>Daily cleaning of touch points around the building will be carried out between 10am-2pm following COVID-19 site specification.</li> </ol>		
Visitors & Contractors on	Risk of contracting COVID19 from	Staff, Pupils,	1) Severely restrict external visitors from entering the education settings. Any and all visitors must have a critical reason for entering the building.		
site	pupils, staff, visitors or contractors.	visitors	<ol> <li>Restrict contractor attendance to critical and compliance-related work only, ensuring that said work is undertaken over weekends or after hours where at all possible</li> </ol>		
			3) All visitors and contractors must sign in at Reception using the Inventry software.		
		<ul> <li>4) Visitors and contractors are expected to maintain social distancing measures wit building wherever practicable.</li> </ul>			
			5) Visitors and contractors are to use the visitor toilet located in the foyer area only.		
			6) Visitors and contractors are only able to work on site if they have the required PPE. If they		
			do not, they will be provided with gloves and Face coverings wherever possible.		
			7) All contractors on site must have completed a AaAST Permit to Work.		
			8) Contractors and visitors to wear face coverings in communal areas such as corridors, toilets		
			at all times		
Development of	Risk of infecting	Staff,	1) If anyone exhibits symptoms, they are to alert the SLT immediately and be taken to the		
symptoms or	colleagues / pupils /	Pupils,	isolation room.		
- •		visitors			
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procedures		
around COVID		

#### Additional, related Risk assessments.

Should parties outside of Ambitious About Autism or Ambitious About Autism School Trust require copies of additional Risk Assessments to which this Risk Assessment relates, please request this from Mark Dixon, Head of Property & IT, <u>mdixon@ambitiousaboutautism.org.uk</u>.

END

Leigh-Anne Sullivan / Mark Dixon School Business Manager / Head of Property & IT Version 1.9 Risk Assessment done: 15 May 2020 by Leigh-Anne Sullivan Reviewed by AaAST SLT / AAA H&S Committee & AaA ELT Review date: 13<sup>th</sup> November 2020 Last updated: 3<sup>rd</sup> November 2020 Links last checked: 3<sup>rd</sup> November 2020

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