

Ambitious About Autism
Risk Assessment – Coronavirus (2019-NCov)
Risk Assessment – The Rise School Sixth Form

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 ASSESMENT
(*Please see footnote on final page of this document)

THIS RISK ASSESMENT IS REVIEWED WEEKLY, AND WILL THEREFORE CAPTURE ANY ADDITIONAL CONTROL MEASURES DEEMED NECESSARY 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 task and specific area being assessed			
Coronavirus (2019-NCoV) – The Rise School Sixth Form, Sir Joseph Banks Building, West Thames College, London Road, Isleworth, TW7 4HS			
Name of Assessor: Leigh-Anne Sullivan		Reviewed by: Helen Ralston	Date of Assessment: 19/06/2020
Position Held: School Business Manager		Position Held: Head of School	Planned Review Date: Reviewed weekly
Activity or Area	Risk Identified	Persons at Risk	Control Measures (Mitigating actions and measures taken by AaA)
Communal areas of the school: Corridors, entrance,	Risk of contracting COVID19 from pupils, colleagues, or others within the teaching & learning environment.	Staff, pupils, visitors	<ol style="list-style-type: none"> 1) Ensure that all staff actively subscribe to the principles of social distancing / handwashing / cleanliness / appropriate use and application of PPE / use of common resources / use of office accommodation. 2) Ensure social distancing where possible. <i>This Risk Assessment recognises that in some instances, this may be either extremely difficult or impossible, but where at all possible, social distancing should be practised. As of the September 2020 return, social distancing is not expected to be implemented within classrooms.</i> 3) All building users are to clean their hands upon arrival at the school, before and after eating, and after sneezing or coughing. 4) All building users are encouraged not to touch their mouth, eyes, and nose. 5) Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). 6) Ensure that bins for tissues are emptied throughout the day. 7) Display up-to-date posters encouraging social distancing throughout the provision. 8) Display up-to-date posters encouraging regular and proper handwashing throughout the provision. 9) Display up-to-date posters on doors where areas or rooms are limited to set numbers of entry. E.g. only 2 pupils and 1 member of staff are allowed in this room at any one time. 10) Display up-to-date posters on doors where there is no entry to a room. 11) Use prominent signage to stop ANYONE exhibiting symptoms from entering the provision or college settings. 12) Use tape or floor stickers where appropriate to demarcate areas to encourage and reinforce social distancing.

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			<p>13) Provide high alcohol hard surface wipes/disinfectant spray, for assigned staff to wipe down high contact areas within assigned zones.</p> <p>14) PPE available to staff and pupils who choose to wear it, gloves and face coverings.</p> <p>15) All members of staff when working from provision are required to have a radio with them at all times if they require support.</p> <p>16) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces and bathrooms.</p> <p>17) Severely restrict external visitors from entering the education settings. Any and all visitors must have a critical reason for entering the building.</p> <p>18) 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.</p> <p>19) Ensure areas are ventilated, opening windows and propping open doors wherever possible.</p> <p>20) Staff of our Schools and colleges to wear face coverings in communal areas such as corridors, toilets, etc. Please refer to the Coronavirus information hub, face coverings information for staff page for further information.</p>
Classrooms	Risk of pupils / staff contracting COVID19 – Number of staff and pupils	Staff, pupils	<p>1) Posters within classrooms to remind pupils and staff to keep distance and wash hands regularly.</p> <p>2) Using tape to demarcate 2m distance quadrants/zones.</p> <p>3) Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes located in each room in use.</p> <p>4) All members of staff when working from the provision are required to have a radio with them at all times if they require support.</p> <p>5) Individual pupil pencil cases and workbooks allocated to reduce cross contamination.</p> <p>6) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces.</p> <p>7) Ensure areas are ventilated, opening windows and propping open doors wherever possible.</p>
Specialist Classroom – Common Room, with Gym equipment	Risk of pupils / staff contracting COVID19 – Number of staff and pupils	Staff, pupils	<p>1) Posters within classrooms to remind pupils and staff to keep distance and wash hands regularly.</p> <p>2) All members of staff when working from the provision are required to have a radio with them at all times if they require support.</p> <p>3) Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes located in each room in use.</p>

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			<ol style="list-style-type: none"> 4) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces and computer equipment. 5) Ensure areas are ventilated, opening windows and propping open doors wherever possible. 6) One group/bubbles to use room at one time. 7) Equipment is not to be shared unless it has been cleaned and disinfected between use.
Quiet Room	Risk of pupils / staff contracting COVID19 – Number of staff and pupils	Staff, pupils	<ol style="list-style-type: none"> 1) Display up-to-date posters on door limited to set numbers of entry. Only 1 pupil allowed in this room at any one time. 2) Posters within classrooms to remind pupils and staff to keep distance and wash hands regularly. 3) Using tape to demarcate 2m distance zones. 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) Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes located in each room in use. 6) Regular handwashing incorporated into timetable. 7) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces and computer equipment. 8) Ensure areas are ventilated, opening windows and propping open doors wherever possible.
Kitchenette	Risk of contracting COVID19 from surfaces within the kitchen / canteen facilities.	Staff, pupils	<ol style="list-style-type: none"> 1) Ensure strict and regular kitchen cleaning regime, with particular attention to surfaces and equipment people can touch. 2) Use signage and stickers near and in entrances to the kitchen, only 1 person to enter at a time, to reinforce the importance of social distancing and handwashing. 3) Use disposable cutlery / crockery in pupil eating areas across all bubbles and dining locations. 4) Ensure very good supplies of soap to support and encourage good handwashing practice. 5) Ensure areas are ventilated, opening windows and propping open doors wherever possible.
Quiet Room – now being used as the COVID-19 Assessment Room for people displaying symptoms.	Risk of pupils / staff contracting COVID19 -Contamination	Staff, Pupils, visitors	<ol style="list-style-type: none"> 1) Display up-to-date posters on door: Isolation Room. Do not enter unless exhibiting COVID-19 symptoms. 2) 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. 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

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			<p>at least 10 days from when the symptoms started arrange to have a test to see if you have COVID-19.</p> <ol style="list-style-type: none"> 4) Ensure the room is thoroughly cleaned using disinfectant and disposable cloths, and well ventilated after an individual has entered and used this room. 5) 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. 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 which include the use of the reception as the medical room	Risk of pupils and staff contracting COVID19 from other pupils / colleagues / others within the office environment.	Staff, pupils	<ol style="list-style-type: none"> 1) Display up-to-date posters encouraging social distancing. 2) Display up-to-date posters encouraging regular and proper handwashing. 3) Display posters on doors of offices – please wait here. 4) Implement zoning of desk spaces within the office areas to discourage colleagues using multiple desks. 5) All members of staff when working from school are required to have a radio with them at all times if they require support. 6) Provide hand sanitiser, antibacterial wipes/disinfectant spray and high alcohol content device wipes within the office space. 7) Phones and computers are to be cleaned routinely throughout the day. 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) Staff supplied with adequate and appropriate PPE to support with first aid and medication administration and to work alongside the First Aid & Health Care Policy.
Arrival & Departure	Risk of pupils and staff contracting COVID19 from other pupils / colleagues / others within the hallways	Pupils	<p>Arrival:</p> <ol style="list-style-type: none"> 1) Display posters telling ‘pupils’ to wait until the area outside reception is clear so they can walk in 2) Pupils will wash their hands, and be directed to their classrooms, not entering any other part of the building <p>Departure:</p> <ol style="list-style-type: none"> 1) Leave classroom, one at a time, with staff members on duty 2) Exit the building on the other side

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Staff Room	Risk of contracting COVID19 from surfaces within the kitchen / canteen facilities and overcrowding.	Staff, Pupils, visitors	<ol style="list-style-type: none"> 1) Posters to remind staff to keep distance and wash hands regularly. 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) Use tape or floor stickers where appropriate to demarcate areas to encourage and reinforce social distancing. 4) Use disposable cutlery / crockery in pupil eating areas across all bubbles and dining locations. 5) Ensuring seating arrangements are 1m+ distance apart. 6) Stagger break and lunch times to minimise footfall at one time. 7) Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes located in each room in use. 8) Phones and computers are to be cleaned routinely throughout the day. 9) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces. 10) Ensure areas are ventilated, opening windows and propping open doors wherever possible.
Use of toilets and bathrooms	Risk of pupils / staff contracting COVID19 from surfaces within toilet / bathroom facilities.	Staff, Pupils, visitors	<ol style="list-style-type: none"> 1) Ensure strict and regular bathroom cleaning regime, with particular attention to surfaces people can touch. 2) Ensure regular emptying and replacement of sanitary-related disposal units. 3) Ensure ample supply of bathroom consumables and cleaning consumables. 4) Ensure very good supplies of soap to support and encourage good handwashing practice. 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 Intervention	Risk of contracting COVID19 from pupils or staff whilst being in sustained physical intervention	Staff, Pupils	<ol style="list-style-type: none"> 1) Continue to implement all established practise around P.I being a last resort - all proactive strategies are in place (including use of known distractors and preferred items) to minimise risk of needing to use physical intervention 2) Ensure staff who are attending an escalation adhere to PPE guidance (e.g. Their choice to wear a mask/gloves) 3) Staff who attend escalations may choose to bring a change of clothes to school. 4) Consider using visor if pupils might spit, if and only if appropriate.
Food Management	Risk of contracting COVID19 from pupils	Staff,	<ol style="list-style-type: none"> 1) Ensure that staff supporting pupils and learners during mealtimes or food-related learning activities are supplied with adequate and appropriate PPE and wash their hands regularly.

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	or staff whilst working with food and during mealtimes.	Pupils, visitors	<ol style="list-style-type: none"> 2) Use tape within dining or teaching spaced to demarcate zones to encourage and reinforce social distancing where practicably possible. 3) Use disposable cutlery / crockery in pupil eating areas across all bubbles and dining locations. 4) Remove / rearrange furniture if practical and possible to ensure adequate space is allowed between pupils and learning activities. 5) Ensure that food is not left out and / or exposed for extended periods. Unfinished food should be promptly discarded. 6) Not allow the sharing of food between pupils, learners and the staff supporting them.
Visitors & Contractors on site	Risk of contracting COVID19 from pupils, staff, visitors or contractors.	Staff, Pupils, visitors	<ol style="list-style-type: none"> 1) Severely restrict external visitors from entering the education settings. Any and all visitors must have a critical reason for entering the building. 2) 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 3) All visitors and contractors must sign in at Reception using the Inventory software. 4) Visitors and contractors are expected to maintain social distancing measures within the building wherever practicable. 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 & visitors to wear face coverings in communal areas such as corridors, toilets at all times.
Development of symptoms or contracting COVID19.	Risk of infecting colleagues / pupils / learners with COVID19.	Staff, Pupils, visitors	<ol style="list-style-type: none"> 1) If anyone exhibits symptoms, they are to alert the SLT immediately and be taken to the isolation room. 2) If a pupil, or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and pupils who are attending an education setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. 3) Guidance and procedures in place within AaA for staff to manage the onset of suspected symptoms, or indeed contracting COVID19. https://ambitiousaboutautism.sharepoint.com/sites/CoronaVirus/

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			<p>4) Guidance around testing for COVID19. https://ambitiousaboutautism.sharepoint.com/sites/CoronaVirus/SitePages/Coronavirus-testing.aspx</p> <p>5) School must follow the COVID-19: cleaning of non-healthcare settings guidance. Where the pupil, or staff member tests negative, they can return to the school and the fellow household members can end their self-isolation. Where the pupil, or staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the pupil, or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the national test and trace program, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise the school and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site, or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>
Development of negative mental health symptoms			<u>PLEASE REFER TO THE GENERIC “SCHOOL AND COLLEGE STAFF” RISK ASSESMENT</u>
Staff may have questions around COVID-19 or AaA Management or procedures around COVID			<u>PLEASE REFER TO THE GENERIC “SCHOOL AND COLLEGE STAFF” RISK ASSESMENT</u>

Additional, related Risk assessments.

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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, mdixon@ambitiousaboutautism.org.uk.

END

Leigh-Anne Sullivan / Mark Dixon

School Business Manager / Head of Property & IT

Version 1.3

Risk Assessment done: 19 June 2020 by Leigh-Anne Sullivan

Reviewed by AaAST SLT / AAA H&S Committee & AaA ELT (modified by Mehr Shakir and Leigh-Anne Sullivan to fit the Sixth Form)

Review date: 13th November 2020

Last updated: 3rd November 2020

Linked last checked: 3rd November 2020

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