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 assesso	ed		
Coronavirus (2019	9-NCoV) – The Rise Sch	ool, Browe	ells 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 Manage	•	Position Held: Head of School	Planned Review Date: Reviewed Monthly	
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	cleanliness / appropriate use and application office accommodation. 2) Ensure social distancing where possible. The instances, this may be either extremely difference social distancing should be practised. As of not expected to be implemented within class. 3) All building users are to clean their hands user to eating, and after sneezing or coughing. 4) All building users are encouraged not to to solve a tissue or elbow to cough or sneeze as it'). 6) Ensure that bins for tissues are emptied the Display up-to-date posters encouraging social bisplay up-to-date posters encouraging regischool. 9) Display up-to-date posters on doors where	icult or impossible, but where at all possible, the September 2020 return, social distancing is assrooms. upon arrival at the school, before and after uch their mouth, eyes, and nose. Induse bins for tissue waste ('catch it, bin it, kill roughout the day. It is all distancing throughout the school. It is and proper handwashing throughout the areas or rooms are limited to set numbers of taff are allowed in this room at any one time. It there is no entry to a room. It is a limited to set numbers. It is no entry to a room. It is a limited to set numbers.	

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			 13) Use tape or floor stickers where appropriate to demarcate areas to encourage and reinforce social distancing. 14) Provide high alcohol hard surface wipes/disinfectant spray, for assigned staff to wipe down high contact areas within assigned zones. 15) All members of staff when working from school are required to have a radio with them at all times if they require support. 16) Posters on internal doors to remind pupils and staff to 1 person at a time in the locker room. 17) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces and bathrooms. 18) Severely restrict external visitors from entering the education settings. Any and all visitors must have a critical reason for entering the building. 19) 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. 20) Ensure areas are ventilated, opening windows and propping open doors wherever possible. 21) 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. 22) Staff are encouraged to wear face coverings in classrooms and when working directly with pupils.
Reception	Over Crowding in	Staff,	Posters on doors and windows to remind people to keep distance.
Entrance to school	entrance area,	pupils,	2) Using tape/stickers/spray paint to demarcate 2m distance around the outside of the
	risk of contracting	visitors	building for people on foot to wait.
	COVID19 from		3) Using tape or floor stickers to demarcate 2m distance within reception and foyer.
	pupils, colleagues, or		4) PPE available to staff, pupils and visitors who choose to wear it, gloves and Face coverings.
	others		5) 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 entrances	Over-crowding at	Staff,	1) Signage on gates to remind people of entry point and to wash hands.
and exits to	entrance area,	pupils,	2) Using tape/stickers/spray paint to demarcate 2m distance around the outside of the
school	risk of contracting	visitors	building for people on foot to wait.
	COVID19 from		3) Portable handwashing facilities at each entrance and exit.
			4) Staff at each entrance and exit to support and direct.

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	pupils, colleagues, or others		5) Allocation of entry and exit points communicated with families and staff.
Standard	Risk of pupils / staff	Staff,	These control measure are in addition to the General Classroom Risk Assessment.
Classrooms – 001, 002, 003, 004,	contracting COVID19 - Number of staff	pupils	1) Posters within classrooms to remind pupils and staff to keep distance when and where possible and wash hands regularly.
006, 007, 008, 101, 102, 104,	and pupils		2) Posters on internal doors to remind pupils and staff to maintain 1 person at a time in the 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.
			12) Class teachers are to remain 2m from pupils and staff members wherever possible, (this is because they are crossing bubbles)
			13) Use disposable cutlery / crockery in pupil eating areas across all bubbles and dining locations.
			14) Clean tables before and after eating.
Specialist	Risk of pupils / staff	Staff,	These control measures are in addition to the Food Technology Risk Assessment.
Classroom – Food Tech 108	contracting COVID19 - Number of staff	pupils	 Posters within classrooms to remind pupils and staff to keep distance and wash hands regularly.
	and pupils		

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			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.
			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.
			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) Class teachers are to remain 2m from pupils and staff members wherever possible (this is
			because they are crossing bubbles)
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 &	– Number of staff		2) All members of staff when working from school are required to have a radio with them at
Gym 005	and pupils		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 and equipment.
			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.
			4) Regular handwashing incorporated into timetable.
			5) Ensure a strict and regular cleaning regime, with particular attention to frequently touched
			surfaces and computer equipment.
			6) Ensure areas are ventilated, opening windows and propping open doors wherever possible.

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			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	Risk of pupils / staff	Staff,	 Display up-to-date posters encouraging social distancing throughout the school.
	contracting COVID19	pupils	2) Display up-to-date posters encouraging regular and proper handwashing throughout the
	Number of staff		school.
	and pupils		 Use tape or floor stickers where appropriate to demarcate areas to encourage and reinforce social distancing.
			 Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces.
			5) Ensure areas are ventilated, opening windows and propping open doors wherever possible.
			6) Lunch times will be split into 2 sittings to ensure social distancing.
Dining Hall	Risk of pupils / staff	Staff,	1) Display up-to-date posters encouraging social distancing throughout the school.
	contracting COVID19 – Number of staff	pupils	Display up-to-date posters encouraging regular and proper handwashing throughout the school.
	and pupils		 Use tape or floor stickers where appropriate to demarcate areas to encourage and reinforce social distancing.
			4) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces.
			 Use disposable cutlery / crockery in pupil eating areas across all bubbles and dining locations.
			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.
Kitchen	Risk of contracting COVID19 from	Staff, pupils	 Ensure strict and regular kitchen cleaning regime, with particular attention to surfaces and equipment people can touch.
	surfaces within the	' '	2) Use signage and stickers near and in entrances to the kitchen, only 1 member of staff to
	kitchen / canteen		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.
			6) All members of staff are required to have a radio with them at all times if they require support.

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			7) Lunch times will be split into 2 sittings to ensure social distancing. Midday Supervisors will
			deliver packed lunches to classrooms.
			8) Staff will maintain social distancing when serving food.
			9) Use disposable cutlery / crockery in pupil eating areas across all bubbles and dining
			locations.
			10) Ensure areas are ventilated, opening windows and propping open doors wherever possible.
Medical Room	Risk of pupils / staff	Staff,	These control measures are in to work alongside the <u>First Aid & Health Care Policy.</u>
	contracting COVID19	Pupils,	 Display up-to-date posters encouraging social distancing throughout the school.
	- Contamination	visitors	Display up-to-date posters encouraging regular and proper handwashing throughout the school.
			 Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes located in each room in use.
			4) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces.
			5) Ensure areas are ventilated, opening windows and propping open doors wherever possible.
			6) Staff supplied with adequate and appropriate PPE (FACE COVERINGs, gloves, aprons, etc)
			to support with first aid and medication administration.
1:1 Room – now	Risk of pupils / staff	Staff,	1) Display up-to-date posters on door: Isolation Room. Do not enter unless exhibiting COVID-
being used as the	contracting COVID19	Pupils,	19 symptoms.
COVID-19 Assessment Room	-Contamination	visitors	 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.
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 10 days from when the symptoms started arrange to have a test to see if you have COVID-19.
			 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.

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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		3) Display posters on doors of offices – 1 person only, please wait here.
	pupils / colleagues /		4) Implement zoning of desk spaces within the office areas to discourage colleagues using
	others within the		multiple desks.
	office environment.		 All members of staff when working from school are required to always have a radio with them 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.
Staff Room & 103	Risk of contracting	Staff,	Posters to remind staff to keep distance and wash hands regularly.
(second staff	COVID19 from	Pupils,	2) All members of staff when working from school are required to always have a radio with
room)	surfaces within the	visitors	them if they require support.
	kitchen / canteen facilities and		 Use tape or floor stickers where appropriate to demarcate areas to encourage and reinforce social distancing.
	overcrowding.		4) 2 zones for preparing food and drinks.
			5) Ensuring seating arrangements are 2m distance apart
			6) Maximum capacity of staffroom is 9 seated + 2 standing at food preparation areas.
			7) Maximum capacity in 103 (second staff room) is 6 seated +1 standing at food preparation area.
			8) Stagger break and lunch times to minimise footfall at one time.
			 Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes located in each room in use.
			10) Ensure a strict and regular cleaning regime, with particular attention to frequently touched surfaces.
			11) Use disposable cutlery / crockery in staff eating areas across all bubbles and dining locations.
			12) Ensure areas are ventilated, opening windows and propping open doors wherever possible.
Staff Hub	Risk of pupils and	Staff,	Posters to remind staff to keep distance and wash hands regularly.
	staff contracting	pupils	

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	COVID19 from other		2) Use tape or floor stickers where appropriate to demarcate areas to encourage and
	pupils / colleagues /		reinforce social distancing.
	others within the		3) All members of staff when working from school are required to always have a radio with
	office environment.		them if they require support.
			4) Ensuring seating arrangements are 2m distance apart.
			5) Implement zoning of desk spaces to discourage colleagues using multiple desks.
			 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.
Playground and	Risk of pupils / staff	Staff,	1) Use prominent signage to encourage and reinforce social distancing.
sensory garden	contracting COVID19	pupils	2) Use tape or floor stickers where appropriate to demarcate areas to encourage and
	- Number of pupils		reinforce social distancing.
	Contamination		3) All members of staff when working from school are required to always have a radio with
			them if they require support.
			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.
			7) Any equipment must be cleaned and disinfected between group use. Equipment must not be shared with other groups at the same time.
Use of toilets and bathrooms	Risk of pupils / staff contracting COVID19	Staff, Pupils,	 Ensure strict and regular bathroom cleaning regime, with particular attention to surfaces people can touch.
Datiii UUIIIS	from surfaces within	visitors	2) Ensure regular emptying and replacement of sanitary-related disposal units.
	toilet / bathroom	VISILUIS	2) Ensure regular emptying and replacement of samtary-related disposal units.3) Ensure ample supply of bathroom consumables and cleaning consumables.
	facilities.		4) Ensure very good supplies of soap to support and encourage good handwashing practice.
	iacilities.		5) Ensure that posters, specifically promoting handwashing are displayed prominently in all
			toilets and bathrooms.
			 Hand dryers are not in use, ample supply of paper towels to dry hands and dispose of in bins provided.

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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 minimise
	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.
			4) Staff who attend escalations may choose to bring a change of clothes to school.
			5) Consider using visor if pupils might spit, if and only if appropriate.
Food	Risk of contracting	Staff,	1) Ensure that staff supporting pupils and learners during mealtimes or food-related learning
Management	COVID19 from pupils	Pupils,	activities are supplied with adequate and appropriate PPE and wash their hands regularly.
	or staff whilst	visitors	2) Use tape within dining or teaching spaced to demarcate zones to encourage and reinforce
	working with food		social distancing where practicably possible.
	and during		3) Remove / rearrange furniture if practical and possible to ensure adequate space is allowed
	mealtimes.		between pupils and learning activities.
			4) Ensure that food is not left out and / or exposed for extended periods. Unfinished food
			should be promptly discarded.
			5) Use disposable cutlery / crockery in pupil eating areas across all bubbles and dining
			locations.
			6) Not allow the sharing of food between pupils, learners and the staff supporting them.
Cleaning of school	Risk of contracting	Cleaners,	These control measures are in addition to the Nviro Risk Assessment
	COVID19 from	Staff,	 Ensure Cleaning team are included in communicating the risk assessment.
	surfaces, infecting	Pupils,	2) Cleaning company, Nviro, supply their cleaners with appropriate PPE to safely undertake
	others by not	Visitors	their cleaning regime.
	cleaning using		3) All chemicals used are updated with COSHH data sheets and risk assessments.
	appropriate		4) Standard cleaning regime continues between 4:15-6:15am of whole school.
	chemicals and PPE		7) Daily cleaning of touch points around the building will be carried out between 10am-2pm
			following COVID-19 site specification.
Visitors &	Risk of contracting	Staff,	1) Severely restrict external visitors from entering the education settings. Any and all visitors
Contractors on	COVID19 from	Pupils,	must have a critical reason for entering the building.
site	pupils, staff, visitors	visitors	2) Restrict contractor attendance to critical and compliance-related work only, ensuring that
	or contractors.		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 Inventry software.

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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 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 the donot, they will be provided with gloves and Face coverings wherever possible. 7) All contractors and visitors to wear face coverings in communal areas such as corridors, to at all times 8) Contractors and visitors to wear face coverings in communal areas such as corridors, to at all times 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 show sent home and advised to self-isolate for 10 days. Their fellow household members she self-isolate for 10 days. All staff and pupils who are attending an education setting will access to a test if they display symptoms of coronavirus and are encouraged to get test in this scenario. 3) Guidance and procedures in place within AaA for staff to manage the onset of suspect symptoms, or indeed contracting COVD19. https://ambitiousaboutautism.sharepoint.com/sites/CoronaVirus/ 4) Guidance around testing for COVD19. https://ambitiousaboutautism.sharepoint.com/sites/CoronaVirus/SitePages/Coronavirus/SitePages/Coronavirus/SitePages/Coronavirus/SitePages/Coronavirus/SitePages/Coronavirus/Site unless the pupil, or staff member tests negative, they can return to the school and the fellow household members and their self-isolation. Where the pupil, or staff member test positive, the rest of their class or group should be sent home and advised to self-isolation to days. The other household members of that wider class or group do not need to sel isolate unless the pupil, or staff member they live with in that group subsequently devised to self-isolati
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Development of		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. PLEASE REFER TO THE GENERIC "SCHOOL AND COLLEGE STAFF" RISK ASSESMSENT
negative mental health symptoms		PLEASE REPER TO THE GENERIC SCHOOL AND COLLEGE STAFF RISK ASSESIVISENT
Staff may have questions around COVID-19 or AaA Management or procedures around COVID		PLEASE REFER TO THE GENERIC "SCHOOL AND COLLEGE STAFF" RISK ASSESMSENT
New strain of COVID-19, identified in December 2020, a new faster transmissible strain of COVID-19	All Staff and Pupils and learners	 Introduction of mass testing in schools and colleges from January 2021, AaA are following the new guidance, which is set out in the guidance below https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings All CEV Staff in Tier 4 will be working at home until further notice. All CV staff will have their RA updated in line with Tier 4 restrictions

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, mdixon@ambitiousaboutautism.org.uk.

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Leigh-Anne Sullivan / Mark Dixon

School Business Manager / Head of Property & IT

Version 1.10

Risk Assessment done: 15 May 2020 by Leigh-Anne Sullivan Reviewed by AaAST SLT / AAA H&S Committee & AaA ELT

Review date: 15th January 2021

Last updated: 4th January

Links last checked: 4th January 2021

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