

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 MONTHLY, 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.

Viruses constantly change through mutation, and so the emergence of new variants is an expected occurrence and not in itself a cause for concern; SARS-CoV-2 is no exception. A diversification of SARS-CoV-2 due to evolution and adaptation processes has been observed globally.

While most emerging mutations will not have a significant impact on the spread of the virus, some mutations or combinations of mutations may provide the virus with a selective advantage, such as increased transmissibility or the ability to evade the host immune response. In such cases, these variants could increase the risk to human health and are considered to be variants of concern. AaA will continue to monitor and react to all new variants of the coronavirus and implement specific controls measures where necessary.

In mid-September of this year, epidemiologists identified new coronavirus variants (or strains) that was markedly different from all the others. The Kent & South African strains have appeared throughout the U.K. By December, British health officials were concerned by how quickly it had spread, and a series of stringent lockdown and travel bans were put into effect. These lockdown measures (tier 4) effect all the venues with AaA.

A vaccination programme for all staff was introduced in February 2021, all front line staff will be given the opportunity to have the first COVID vaccination by the end of FEB 21. In January 2021 all AaA Schools & Colleges have introduced twice weekly lateral flow testing of staff & some pupils. A separate risk assessment is in place to cover this activity. All Pupil & Learners return to School/Colleges from 8th March and COVID19 Home testing will start in line with Government guidance from week beginning 8th March 2021. A separate risk assessment is in place and covers this new hazard.

COVID Response plan Spring 2021 – AaA will be following Government guidance on the lifting of restrictions and the four-step roadmap out of lockdown. Site & Staff risk assessments will be reviewed to decide which activities can restart and which control measures can be removed.

2.0 Latest Information

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

COVID-19 Response plan – Spring 2021

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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/>

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 monthly
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.</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.

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			<p>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.</p> <p>10) Display up-to-date posters on doors where there is no entry to a room.</p> <p>11) Use prominent signage to stop ANYONE exhibiting symptoms from entering the provision or college settings.</p> <p>12) Use tape or floor stickers where appropriate to demarcate areas to encourage and reinforce social distancing.</p> <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) Staff and pupils must wear face masks while in communal areas.</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 masks 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) Teachers and students/learners to stay 1m away from each other whenever possible stay 2m from students/learners.</p> <p>3) Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes & face masks are 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>

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			7) Ensure areas are ventilated, opening windows and propping open doors wherever possible.
Specialist Classroom – Common Room, with Gym equipment	Risk of pupils / staff contracting COVID19 – Number of staff and pupils	Staff, pupils	<ol style="list-style-type: none"> 1) Posters within classrooms to remind pupils and staff to keep distance and wash hands regularly. Staff and Pupils to maintain 1m+ spacing and maximum capacity of 16 in the common room 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. 3) Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes 7 face masks are located in each room in use. 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) Equipment is not to be shared unless it has been cleaned and disinfected between use. 7) Soft furnishings are being returned to the common room, follow guidance & control measures listed below in soft furnishing section.
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 7 face masks are 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.
Soft furniture & comfort toys have been returned to the school & all classrooms.	Risk of pupils / staff contracting COVID19	Staff, pupils	<ol style="list-style-type: none"> 1) All equipment/soft furnishings will remain in bubbles and not be shared or moved between classrooms. 2) A soft furnishing disinfectant spray will be used daily to prevent the spread of COVID19 on these soft furnishings and comfort toys.

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			3) Rationale for reintroducing these can be found in this guidance: Schools coronavirus operational guidance
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: COVID19 Assessment room. Do not enter unless exhibiting COVID-19 symptoms or undergoing a COVID19 test 2) Staff supplied with adequate and appropriate PPE, located in the medical room, before entering the COVID19 Assessment room to take a suspected symptomatic individual's temperature or COVID test 3) If exhibiting symptoms, the individual is to remain in the COVID19 Assessment 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. 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.

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			<ul style="list-style-type: none"> 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> <ul 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> <ul 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
Staff Room & Sensory Room	Risk of contracting COVID19 from surfaces within the kitchen / canteen facilities and overcrowding.	Staff, Pupils, visitors	<ul 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.

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			11) Soft furnishings are being returned to the common room, follow guidance & control measures listed below in soft furnishing section.
Trips & outings in the community with Pupils and Learners	Risk of contracting COVID19 from pupils, colleagues, or others within the teaching & learning environment.	Staff, Pupils, visitors	<ol style="list-style-type: none"> 1) Using the school minibus, all staff & pupils must continue wearing face coverings and adhere to, social distance where possible. Windows should be opened in the minibus for fresh air and good ventilation. 2) Walking during trips and outings, maintain social distancing and wear face coverings when entering buildings. 3) Keeping pupils within their consistent groups (bubbles). 4) Take spare disposable masks, gloves and aprons for first aid and if COVID-19 symptoms are exhibited. 5) Sanitising and washing hands frequently throughout the day. 6) If someone gets symptoms – contact the school immediately, place the pupil in an area with no direct contact with others, with ventilation, until the school are able to arrange for the person to get collected.
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.

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Food Management	Risk of contracting COVID19 from pupils or staff whilst working with food and during mealtimes.	Staff, Pupils, visitors	<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. 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. PPE will be provided by AaA including gloves and face masks 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 COVID19 Assessment 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 10 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.

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			<p>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/</p> <p>4) 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 10 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>
New strain of COVID-19, identified in December 2020, a new faster	Catching the new strain of COVID-19	All staff & pupils	<ul style="list-style-type: none"> • 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 • asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges

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transmissible strain of COVID-19			<ul style="list-style-type: none"> • A separate risk assessment is in place for this activity and can be found at COVID19 Testing TRS.doc • All CEV Staff in will have had their personal risk assessments reviewed before returning to the school after easter term. • All CV staff will have their RA updated and shared with them before returning to working in the School. • Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 • AaA implemented a roll out of vaccinations for staff in Feb 2021, 2nd Jabs are planned for late April/early May • AaA have implemented twice weekly home testing programme, specific plan can be found here TRS Service Testing Planning Summary - March 2021.docx (sharepoint.com)
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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.

Leigh-Anne Sullivan / Mark Dixon

School Business Manager / Head of Property & IT

Version 1.12 updated 28/03/2021 Justin Davies

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

Review date: 28th May 2021

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