

**Ambitious About Autism**  
**Risk Assessment – Coronavirus (COVID-19)**  
**Risk Assessment – Ambitious College - West Thames**

## 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. This risk assessment covers a specific AaA setting – Ambitious College - and any person entering that setting, regardless of whether they are a learner, parent or guardian, member of staff, volunteer, partner, visitor or contractor.

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

AaA recognises that some staff are classified as 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 ASSESSMENT MUST BE READ IN CONJUNCTION WITH THE GENERIC ‘SCHOOL AND COLLEGE STAFF’ RISK ASSESSMENT**  
**(\*Please see footnote on final page of this document)**  
**THIS RISK ASSESSMENT IS REVIEWED WEEKLY AND WILL 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 (COVID-19) 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.

## 2.0 Latest Information

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

### General NHS / PHE / GOV COVID-19 Guidance

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-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/>

### NHS COVID-19 Home testing guidance

[Report a COVID-19 rapid lateral flow test result - GOV.UK \(www.gov.uk\)](#)

[COVID-19 home test: step-by-step guide \(adults and children\) - GOV.UK \(www.gov.uk\)](#)

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**Description of task and specific area being assessed**

Coronavirus (COVID-19) – Ambitious College - West Thames

*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 practiced.*

Cross Reference: School and College COVID-19 RA, College, life skills Risk Assessments (Individual Learners), AAA social distancing guidelines, AAA use of PPE during Covid, College Health Care Policy, Physical intervention policy.

<b>Name of Assessor: Nicola Hawkins</b>	<b>Reviewed by: Linda Looney/Justin Davies</b>	<b>Date of Assessment: 26/05/2020</b>
<b>Position Held: Assistant Principal (Operations)</b>	<b>Position Held: Head of College</b>	<b>Review Date: 24/11/2021</b>
<p><b>Control Measures in place for whole of the college site to manage the risk of COVID-19 transmission.</b></p>	<ul style="list-style-type: none"> <li>• Ensure that all staff actively subscribe to the principles of handwashing / cleanliness / appropriate use and application of PPE / use of common resources / use of office accommodation.</li> <li>• AaA have developed compulsory training resources for staff to communicate and make clear these principles and expectations.</li> <li>• Handwashing posters on display.</li> <li>• PPE is available in line with AaA PPE guidelines.</li> <li>• Cleaners are based on site and follow a strict cleaning regime, with attention to frequently touched surfaces.</li> <li>• Visitors to the college are restricted to those that are critical and agreed by a Senior Manager and must be able to produce evidence of a negative LFT result taken within 48 hours of the visit.</li> <li>• To ensure ventilation, windows will be opened, and doors will be propped open wherever possible.</li> <li>• Alcohol gel and handwashing facilities are available throughout the college.</li> <li>• Radios are in use by the staff team.</li> <li>• Handwashing will be planned within the timetable to support regular handwashing and the development of these skills by our learners.</li> <li>• Bins to be emptied throughout the day.</li> <li>• 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.</li> <li>• A separate risk assessment is in place for testing and can be found at <a href="#">COVID19 Testing CONEL &amp; WTC.doc (sharepoint.com)</a></li> <li>• All CEV Staff in will have had their personal risk assessments reviewed before returning to the school after summer holidays</li> <li>• All CV staff will have their RA updated and shared with them before returning to working in the School.</li> <li>• <a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></li> <li>• The college will align itself with the roll-out of CO2 detectors as per government guidance, and will arrange their installation as they arrive.</li> </ul>	

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Activity or Area Hazard Description	Risk Identified	Persons at Risk	Control Measures (Mitigating actions and measures taken by AaA)
Communal areas of the College: corridors, entrances	Risk of contracting COVID-19	Staff, learners, visitors	<ol style="list-style-type: none"> <li>1) Alcohol gel dispensers have been placed at all entrances to the college to be used by everyone entering.</li> <li>2) All staff and learners entering and exiting the building are required to wash or sanitise their hands.</li> <li>3) Storage of bags and use of lockers have been moved where possible to ensure social distancing.</li> </ol>
Vehicle drop-off areas	Risk of contracting COVID-19 – overcrowding in entrance area	Staff, learners, visitors	<ol style="list-style-type: none"> <li>1) Radios to be used to stagger entrance and exit to the college, minimising the amount of people transitioning into the college at once. Supporting staff should wait until they are called to collect or drop off.</li> <li>2) An LSC/SLAB to stand at each entrance and coordinate at the beginning and end of the day to ensure maximised social distancing of learners and external staff.</li> <li>3) Learners to be supported to wash hands on arrival into college.</li> <li>4) Stagger drop-off and collection times.</li> <li>5) Ensure that transport arrangements cater for any changes to start and finish times</li> </ol>
Classrooms	Risk of contracting COVID-19 – number of staff and learners	Staff, learners	<ol style="list-style-type: none"> <li>1) Hand sanitiser, antibacterial wipes and disinfectant spray located in each room in use.</li> <li>2) Individual Learner pencil cases and workbooks allocated to reduce cross contamination.</li> <li>3) Ensure a strict and regular cleaning regime, with attention to frequently touched surfaces.</li> <li>4) Lunches to be eaten in classrooms where possible. To heat food, LSC/SLSC to stagger access to the learner kitchen by group for use of microwave.</li> <li>5) Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</li> <li>6) 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.</li> <li>7) Face coverings are not required to be worn in classrooms by staff or pupils.</li> </ol>
Learner Kitchen	Risk of contracting COVID-19 – number of staff and learners	Staff, learners	<ol style="list-style-type: none"> <li>1) A maximum of 17 people are allowed in this room at any one time and each learner should use a separate cooking station.</li> <li>2) Hand sanitiser, antibacterial wipes and disinfectant spray located in each room in use.</li> <li>3) Ensure a strict and regular cleaning regime, with attention to frequently touched surfaces.</li> <li>4) Any food prepared by learners or staff should only be consumed by those that cooked the food. Food is not to be shared.</li> <li>5) Use disposable cutlery and crockery for all learners and staff eating food on the premises.</li> </ol>

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			6) Face coverings are not required to be worn in classrooms by staff or pupils.
Sensory Room	Risk of contracting COVID-19 – number of staff and learners	Staff, learners	1) Only 1 learner and 1 staff member at any one time. 2) Room and equipment to be cleaned and disinfected after each use.
Staff Kitchen and eating areas	Risk of contracting COVID-19 – kitchen surfaces and equipment	Staff, learners	1) Ensure a strict and regular cleaning regime, with attention to frequently touched surfaces. 2) Handwashing facilities are available with soap, to encourage good hand hygiene. 3) Use disposable cutlery and crockery for staff eating food on the premises. 4) Area will have limited tables for lunch and these areas will be zoned, staff must adhere to social distancing. Lunch breaks will be staggered.
Medical Room- Isolation Room	Risk of contracting COVID-19 – contamination	Staff, learners, visitors	1) Only 1 learner and 1 staff member administering medication permitted in the room. Two staff may dispense before the learner arrives and then one to administer. 2) Hand sanitiser, antibacterial wipes and disinfectant spray located in each room in use. 3) Ensure a strict and regular cleaning regime, with attention to frequently touched surfaces. 4) Staff supplied with adequate and appropriate PPE (face coverings, gloves, aprons etc.) to support with First Aid and medication administration. 5) All equipment used must be cleaned after use. Medication pots must be cleaned in the dishwasher. 6) The Medication Room will become the isolation room for anyone displaying COVID-19 symptoms. 7) If an individual is suspected of having COVID-19 symptoms: a. First Aider and SLT to be informed. b. First Aider to take individual's temperature and assess symptoms. c. Full PPE must be worn when entering or exiting the room. d. Individual must remain in room until safe to leave. e. Individuals with symptoms must self-isolate for 10 days according to government guidance. Household members must self-isolate for 10 days. 8) Room to be thoroughly cleaned using disinfectant and disposable cloths, and well-ventilated after an individual has used this room. 9) All PPE worn is to be removed, placed in a bin liner, double bagged and put in the yellow bin. The bin must be emptied during the cleaning process.
Staff room and office spaces	Risk of contracting COVID-19	Staff, learners	1) Hand sanitiser, antibacterial wipes and disinfectant spray located in each room in use. 2) Phones and computers are to be cleaned throughout the day. 3) Where possible desks are allocated to specific users. 4) Ensure a strict and regular cleaning regime, with attention to frequently touched surfaces.

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			<ol style="list-style-type: none"> <li>5) Ensure areas are ventilated, opening windows, and propping open doors wherever possible. AC units not to be used if area can be naturally ventilated.</li> <li>6) Use disposable cups in staff tea-point areas.</li> <li>7) Remove any soft furnishings that are hard to clean.</li> <li>8) Face coverings to be worn in communal areas.</li> </ol>
Toilets and bathrooms	Risk of contracting COVID-19 - overcrowding or contamination	Staff, learners, visitors	<ol style="list-style-type: none"> <li>1) Ensure strict and regular bathroom cleaning regime, with attention to surfaces people can touch.</li> <li>2) Ensure we limit the number of learners in toilets in each instance.</li> <li>3) Ensure very regular emptying and replacement of sanitary-related disposal units.</li> <li>4) Ensure ample supply of bathroom and cleaning consumables.</li> <li>5) Ensure very good supplies of soap to support and encourage good handwashing practice.</li> <li>6) Ensure that posters, specifically promoting handwashing are displayed prominently in all toilets and bathrooms.</li> <li>7) Staff to manage numbers in toilets such that social distancing can be observed.</li> </ol>
Quiet Rooms	Risk of contracting COVID-19	Staff, learners	<ol style="list-style-type: none"> <li>1) To ensure that the minimum amount of staff is supporting within the quiet room.</li> <li>2) During escalations, staff in charge need to dynamically risk assess the amount of people required to support the learner safely and reduce this where possible.</li> <li>3) PPE is available to staff.</li> <li>4) Room and furniture to be cleaned after use.</li> </ol>
Food Management	Risk of contracting COVID-19 – meal preparation and consumption	Staff, learners, visitors	<ol style="list-style-type: none"> <li>1) Ensure that staff supporting during mealtimes or food-related learning activities are supplied with adequate and appropriate PPE and wash their hands regularly.</li> <li>2) Remove or rearrange furniture where possible to ensure adequate space is allowed between learners and learning activities.</li> <li>3) Ensure that food is not left out or exposed for extended periods. Unfinished food should be promptly discarded.</li> <li>4) No food-sharing between learners and the staff supporting them.</li> <li>5) Use disposable cutlery / crockery in learner eating areas across all bubbles and dining locations.</li> <li>6) Where possible, learners will heat up their own food. If not possible, staff will adhere to food preparation guidelines.</li> </ol>
Intimate Support and Behaviour Support	Risk of contracting COVID-19	Staff, learners	<ol style="list-style-type: none"> <li>1) Those providing personal care should follow the intimate support guidance in the college healthcare policy, as well as AaA Guidance on PPE use during COVID-19.</li> <li>2) Those supporting learners who may require physical intervention as a last resort should use appropriate PPE.</li> <li>3) Staff have full access to PPE to use during the day including face coverings. If a learner is known to spit, staff should have access to goggles or visors that can be worn when supporting this behaviour.</li> <li>4) Team Teach to be conducted in conjunction with physical intervention policy.</li> </ol>
Visitors & Contractors	Risk of contracting COVID-19	Staff,	<ol style="list-style-type: none"> <li>1) Restrict external visitors from entering the education settings. Only those with a critical reason may attend.</li> </ol>

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		learners, visitors	<ol style="list-style-type: none"> <li>2) Visits to site will need to be agreed by a member of SLT and must be able to produce evidence of a negative LFT result taken within 48 hours of the visit.</li> <li>3) Restrict contractor attendance to critical and compliance-related work only, ensuring that work is undertaken when learners have left site or where possible out of hours.</li> <li>4) Visitors required to sign a COVID-19 disclaimer and leave their contact details before entering the building.</li> <li>5) Visitors and contractors are expected to maintain social distancing measures wherever possible.</li> <li>6) Visitors and contractors are only able to work on site if they have the required PPE. Gloves and face coverings will be provided if not.</li> <li>7) Permits to work now require contact details for track &amp; trace and PTWs have been updated to reflect this.</li> </ol>
Development of symptoms or contracting COVID-19	Risk of transmission of COVID-19	Staff, learners, visitors	<p><b>Staff</b></p> <ol style="list-style-type: none"> <li>1) Staff will continue to test twice a week at home (Wednesday and Sunday) and record their test results as they had been doing prior to the end of term. The Government has said they will be reviewing the approach to testing at the end of September. All staff <u>must</u> test. <a href="#">College - Testing Planning Summary AC.docx (sharepoint.com)</a></li> <li>2) Anyone displaying symptoms must move to isolation rooms and will be required to go home and undertake a test.</li> <li>3) A member of staff who tests positive should self-isolate as per government guidance.</li> <li>4) A member of staff who is a close contact of someone who tests positive should continue to come into work having completed one negative PCR test and then continuing to undertake their twice weekly lateral flow tests.</li> <li>5) AaA provides information, guidance and procedures for staff via the intranet <a href="#">Coronavirus Hub</a>.</li> </ol> <p><b>Learners</b></p> <ol style="list-style-type: none"> <li>1) If a child or young person is symptomatic – we continue to ask that they stay at home and undertake a test, if they cannot test, we will ask them not to attend school/college for 10 days.</li> <li>2) If we have a positive case in the school/college and a child/young person, <b>regardless of age</b>, is not vaccinated and can't undertake a PCR test and they are deemed to be a direct contact, either by NHS or ourselves, we will ask them not to attend school/college for 10 days.</li> <li>3) Any pupil/learner unable to attend as a result of this will be offered remote learning</li> <li>4) Placing Local Authority informed that learner is at home and family may need additional support.</li> </ol>
Development of negative mental health symptoms			<b><u><a href="#">PLEASE REFER TO THE GENERIC 'SCHOOL AND COLLEGE STAFF' RISK ASSESSMENT</a></u></b>

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Staff may have questions around COVID-19 or AaA Management or procedures around COVID-19			<a href="#">PLEASE REFER TO THE GENERIC 'SCHOOL AND COLLEGE STAFF' RISK ASSESSMENT</a>
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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 Justin Davies, Health and Safety Manager, [jdavies@ambitiousaboutautism.org.uk](mailto:jdavies@ambitiousaboutautism.org.uk)

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Nicola Hawkins (Assistant Principal- Operations)

Version 1.14 updated 25/08/21

Risk Assessment done: 26 May 2020 by Nicola Hawkins

Review date: 24 November 2021

Last updated: 24 October 2021

Links last checked: 24 October 2021

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