

Ambitious About Autism
Risk Assessment – Coronavirus (2019-NCov)
Risk Assessment for PNC / TreeHouse 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 Pears National Centre for Autism Education (PNC, and TreeHouse 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 ASSESSMENT MUST BE READ IN CONJUNCTION WITH THE GENERIC “SCHOOL AND COLLEGE STAFF” RISK ASSESSMENT!
(*Please see footnote on final page of this document)

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/>

UK Government Guidance

https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public?gclid=EAAlQobChMIurfsINay5wIVQbDtCh0VowIbEAAYASAAEgIPkPD_BwE

3.0 Risk Assessment

Activity / Area	Risk Identified	Persons at Risk	Control Measures (Mitigating actions and measures taken by AaA)
PNC / THS Main Entrance	Risk of contracting COVID19 - Overcrowding in entrance area	All PNC / THS Staff / Pupils – All Building Users	<ol style="list-style-type: none"> 1) Primary pupils to use primary entrance and exit. 2) Staff to monitor the pupils' arrival and meet them at the bus where at all possible. 3) Attempt to stagger pupils' arrivals where at all practicably possible. 4) Posters on doors to remind pupils to keep distance. 5) Marking on floor to show distance at entrance. 6) All charity staff must use the front entrance only for entering / leaving the building. 7) Charity staff should avoid walking through the school and should where possible avoid arriving / leaving as pupils are arriving / leaving.
PNC / THS Reception Area	Risk of contracting COVID19 - People waiting in school entrance reception	All PNC / THS Staff / Pupils – All Building Users	<ol style="list-style-type: none"> 1) Marking on floor to keep those signing in distance from others. 2) Posters to remind visitors to keep distance and to not enter the building if have any symptoms of COVID19. 3) Hand Sanitizer on side to be used by all visitors. 4) Visitors to remain outside until area is clear enough to come in, this to be controlled by reception staff. 5) All chairs removed from this area.
PNC Charity Reception Area	Risk of contracting COVID19 - Too many visitors with appointments	All PNC / THS Staff / Pupils – All Building Users	<ol style="list-style-type: none"> 1) Reception staff to control the number of visitors into the reception and waiting area. 2) If visits to the building are essential, these visits should be planned well outside of pupil arrival / leaving times. 3) All visitors must be accompanied and their visit managed.
Office Based Work	Risk of contracting COVID19 from colleagues / others within the office environment.	All staff / volunteers / visitors / pupils* <i>*Pupils included because they do</i>	<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) AaA have developed various training resources for staff to communicate and make clear these principles and expectations. This training is compulsory. 3) Ensure general social distancing (maintaining 2m distance between people as per government guidelines.) 4) Display up-to-date posters encouraging social distancing. 5) Display up-to-date posters encouraging regular and proper handwashing.

		<p><i>sometimes enter the charity office space.</i></p>	<ol style="list-style-type: none"> 6) Use tape where appropriate to demarcate office zones to encourage and reinforce social distancing. 7) Use tape to demarcate copying facilities. One person at a time. 8) Physically, remove chairs to ensure adequate space is allowed between desks. 9) Implement zoning of desk spaces to discourage colleagues using multiple desks. 10) Provide antibacterial wipes within the office space for users to wipe down desks and computers after use. 11) Restrict access to and use of office spaces to one person at a time. 12) Use signage and stickers near and in entrances to the office space to reinforce the importance of social distancing. 13) Staff “bubbles” have been created within office spaces to avoid members of staff sitting in multiple locations to help in avoiding spreading infection. These have been clearly signed. 14) All staff are being issued with laptops to enable them to work from home where at all possible. Staff should only carry out work-related computer-based work on these computers for the purposes of GDPR. 15) Ensure strict and regular cleaning regime, with particular attention to surfaces and computer equipment. 16) Regular comms from ELT / senior management, reminding colleagues and reinforcing the importance of good practice. (Social distancing / handwashing). 17) Strongly encourage the continued policy of working from home where possible and appropriate to avoid coming into the office environment at all. 18) Windows will be left open during the day to provide good ventilation and air-conditioning will be used only where critically important, such as server rooms. Air-conditioning will be switched off where at all possible. 19) All hand-driers will be switched off or disconnected. 20) Severely restrict external visitors from entering the office space and discourage visitors to the building unless absolutely essential. Any and all visitors must have a critical reason or entering the building.
<p>Pupils entering charity office area</p>	<p>Risk of pupils and staff contracting COVID19 from other pupils / colleagues / others within the office environment.</p>	<p>TreeHouse School Pupils</p> <p><i>*Pupils included because</i></p>	<ol style="list-style-type: none"> 1) Strong encourage and support school staff to not allow pupils to enter the space if at all possible.

		<i>they do sometimes enter the charity office space.</i>	
Meeting Rooms	Risk of contracting COVID19 from colleagues / others within the office environment.		<ol style="list-style-type: none"> 1) Meeting rooms may be used, but strictly by one person at a time. 2) Antibacterial spray and wipes will be left in each meeting room and users must spray and wipe down the table in the meeting room after use.
Training Rooms	Risk of contracting COVID19 from colleagues / others within our training rooms.		<ol style="list-style-type: none"> 1) Training rooms may be used, but only when able to strictly observe social distancing. Meetings must not be held in the training rooms if social distancing cannot be safely achieved. 2) Colleagues should consider MS Teams for meetings as opposed to physically meeting, when at all possible. 3) Antibacterial spray and wipes will be left in each training room and users must spray and wipe down the tables in the training rooms after use.
THE Shop	Risk of pupils / staff contracting COVID19 - Number of staff and pupils	THS Pupils and Teaching Staff / Facilities & Estates Staff	<ol style="list-style-type: none"> 1) The THS Shop will be closed, and this will be reviewed on 1 September 2020.
Primary Classrooms	Risk of pupils / staff contracting COVID19 - Number of staff and pupils	THS Pupils and Teaching Staff / Facilities	<ol style="list-style-type: none"> 2) Maximum of three pupils per classroom 3) Maximum of three members of staff per classroom 4) Posters on walls to remind pupils and staff to keep distance 5) Use social stories to explain to pupils 6) Removal of furniture not required 7) Removal of soft toys to be at the discretion of the Head Of School

		& Estates Staff	<ol style="list-style-type: none"> 8) Furniture to be spaced out 9) Staff to carry wipes and gloves to clean toys following use 10) Discourage sharing of toys and equipment 11) Cover(?) interactive area in shared space 12) Hand washing part of timetable 13) Staff to use PPE if doing personal care with a pupil 14) Staff to wear optional face mask if working with pupil who requires close contact 15) Primary Pupils with underlying health conditions must be individually risk-assessed, and should only be in school if the risk assessment deems it safe for them to be in school. 16) Extremely vulnerable pupils should shield at home until such time as government guidance advises their return to school. 17) Use of walkies to get support when required.
Primary toilets	Risk of pupils / staff contracting COVID19 - Overcrowding Contamination	THS Pupils and Teaching Staff / Facilities & Estates Staff	<ol style="list-style-type: none"> 1) Pupils to be given staggered breaks 2) Encourage hand washing 3) Cleaning in all toilets to be increased by employing a day-cleaner across all settings to monitor all toilets / bathrooms on an ongoing basis in order to maintain at a very high level of cleanliness. 4) Staff to monitor cleaning rota
Secondary Classrooms	Risk of pupils / staff contracting COVID19 - Number of staff and pupils	THS Pupils and Teaching Staff / Facilities & Estates Staff	<ol style="list-style-type: none"> 1) Maximum of two pupils per room 2) Maximum of three members of staff per room 3) Use social stories to explain to pupils 4) Tape on floor where possible to show area 5) Removal of furniture not required 6) Furniture to be spaced out 7) Discourage sharing of stationery and equipment (especially keyboards) 8) Incorporate hand washing and wiping of desk as part of timetable 9) Staff to wear PPE (gloves/mask and apron) if doing personal care 10) Secondary Pupils with underlying health conditions must be individually risk-assessed, and should only be in school if the risk assessment deems it safe for them to be in school.

			<p>11) Extremely vulnerable pupils should shield at home until such time as government guidance advises their return to school.</p> <p>12) Use of walkies to get support when required.</p>
Secondary toilets	Risk of pupils / staff contracting COVID19 - Over crowding contamination	THS Pupils and Teaching Staff / Facilities & Estates Staff	<p>1) Pupils to be given staggered breaks.</p> <p>2) Use of posters and signage to encourage social distancing.</p> <p>3) Social stories to encourage social distancing.</p> <p>4) Cleaning in all toilets to be increased by employing a day-cleaner across all settings to monitor all toilets / bathrooms on an ongoing basis in order to maintain at a very high level of cleanliness.</p> <p>5) Cleaning rota to be monitored by staff.</p>
Quiet rooms	Risk of pupils / staff contracting COVID19 - Contamination	THS Pupils and Teaching Staff / Facilities & Estates Staff	<p>1) Quiet Rooms will be cleaned after use by a pupil.</p> <p>2) The quiet room will be closed / locked if a deep clean is required, until this clean can be completed.</p>
Primary Playground	Risk of pupils / staff contracting COVID19 - Number of pupils Contamination	THS Pupils and Teaching Staff / Facilities & Estates Staff	<p>3) Max number of pupils in primary playground at any one time is 6.</p> <p>4) Social distancing to be strictly observed when playgrounds are in use.</p> <p>5) Stagger breaks.</p> <p>6) Sandpit to be closed.</p> <p>7) Staff to carry wipes and gloves to clean equipment if necessary.</p> <p>8) Playgrounds to be cleaned at the end of every day. Focus to be on handles as well as metal & plastic surfaces being cleaned with anti-bacterial spray.</p>
Secondary Playground	Risk of pupils / staff contracting COVID19 - Number of pupils Contamination	THS Pupils and Teaching Staff / Facilities & Estates Staff	<p>1) Maximum number of pupils in playground at any one time is 10.</p> <p>2) Social distancing to be strictly observed when playgrounds are in use.</p> <p>3) Stagger breaks.</p> <p>4) Staff to carry wipes and gloves to clean equipment if necessary.</p> <p>5) Playgrounds to be cleaned at the end of every day. Focus to be on handles as well as metal & plastic surfaces being cleaned with anti-bacterial spray.</p>
Use of staff toilets / bathrooms	Risk of contracting COVID19 from	All staff / volunteers / visitors	<p>1) Ensure strict and regular bathroom cleaning regime, with particular attention to surfaces people can touch.</p> <p>2) Ensure ample supply of bathroom consumables and cleaning consumables.</p>

	surfaces within toilet / bathroom facilities.		<ol style="list-style-type: none"> 3) Ensure very regular emptying and replacement of sanitary-related disposal units. 4) Ensure very good supplies of soap and hand-sanitiser to support an encourage good handwashing practice. 5) Ensure that posters, specifically promoting handwashing are displayed prominently in all toilets and bathrooms.
Use of staff kitchen / canteen area	Risk of contracting COVID19 from surfaces within the kitchen / canteen facilities.	All staff / volunteers / visitors	<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) Ensure support staff servicing the kitchen / canteen are supplied with adequate and appropriate PPE and wash their hands regularly. 3) Use tape to demarcate coffee making and microwave zones to encourage and reinforce social distancing. One person at a time within these zones. 4) Microwaves will all be thoroughly cleaned after each lunch period as well as at the end of the day. 5) Use disposable cutlery / crockery in staff eating areas across all settings. 6) Physically, remove chairs to ensure adequate space is allowed between tables. 7) Use signage and stickers near and in entrances to the kitchen / canteen space to reinforce the importance of social distancing. 8) Ensure that food is not left out and / or exposed. Unfinished food should be promptly discarded. 9) Not allow the sharing of food.
Pupil Canteen	Risk of contracting COVID19 from pupils / surfaces within the kitchen / canteen facilities.	THS Pupils and Teaching Staff / Facilities & Estates Staff	<ol style="list-style-type: none"> 1) Pupil canteen is closed and not in use.
Serving of pupil lunches	Risk of contracting COVID19 from pupils / surfaces within the kitchen / canteen facilities.	THS Pupils and Teaching Staff / Facilities & Estates Staff	

Pupil staircase/corridors	Risk of pupils / staff contracting COVID19 - Over crowding	THS Pupils and Teaching Staff / Facilities & Estates Staff	<ol style="list-style-type: none"> 1) 'Stand and wait' introduced 2) Footprints of stairs to encourage pupils to walk up one side and down the other side 3) Staff to remind pupils to wait until stairs clear 4) Where possible staff to use back staircase
Development of symptoms or contracting COVID19.	Risk of infecting colleagues / others with COVID19.	All staff / volunteers / visitors	<ol style="list-style-type: none"> 1) 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/ 2) Guidance around testing for COVID19. https://ambitiousaboutautism.sharepoint.com/sites/CoronaVirus/SitePages/Coronavirus-testing.aspx
Development of negative mental health symptoms.	Risk of developing negative mental health symptoms associated with the COVID19 pandemic.	All staff working with pupils or learners.	PLEASE REFER TO THE GENERIC "SCHOOL AND COLLEGE STAFF" RISK ASSESMENT! Pupils' mental health issues are risk assessed under their individual risk assessments.
Staff may have questions around COVID-19 or AaA Management or procedures around COVID	Risk of staff not being able to find the information they require.	All staff working with pupils or learners.	PLEASE REFER TO THE GENERIC "SCHOOL AND COLLEGE STAFF" RISK ASSESMENT!

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.

END

Mark Dixon / Tracey Capstick

Head of Property & IT / TreeHouse Head of School

Version 1.3

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Reviewed by AaA H&S Committee & AaA ELT

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