

**Ambitious About Autism**  
**Risk Assessment – Coronavirus (2019-NCov)**  
**Risk Assessment – Ambitious College - CONEL**

## 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 Ambitious College. 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 Learner, 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 Learners 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.

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**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)**

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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/>

### UK Government Guidance

[https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public?gclid=EAlaIQobChMIurfsINay5wIVQbDtCh0VowIbEAAYASAAEgIPkPD\\_BwE](https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public?gclid=EAlaIQobChMIurfsINay5wIVQbDtCh0VowIbEAAYASAAEgIPkPD_BwE)

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

Coronavirus (2019-NCov) – Ambitious College - CONEL

*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, and physical intervention policy,

<b>Name of Assessor: Nicola Hawkins</b>	<b>Reviewed by: Linda Looney</b>	<b>Date of Assessment: 26/05/2020</b>
<b>Position Held: Assistant Principal (Operations)</b>	<b>Position Held: Head of College</b>	<b>Planned Review Date: 01/07/2020</b>

**Control Measure that apply to each area of the college site to reduce the risk of Covid 19.**

- 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.
- AaA have developed various training resources for staff to communicate and make clear these principles and expectations. This training is compulsory.
- Handwashing posters will be displayed throughout the college site.
- Social Distancing posters will be displayed throughout the college site.
- Social distancing will be encouraged by the management teams on both sites and discussed in morning briefings.
- PPE is available in line with (AAA PPE guidelines)
- AAA approach to social distancing has been shared within the college to the staff team.
- Cleaners will be based on site and will follow a strict cleaning regime.
- Ensure a strict and regular cleaning regime, with attention to frequently touched surfaces.
- Visitors to the college will be restricted to those that are critical and will be agreed by a Senior Manager.
- A one-way walking system has been introduced in when the building is entered and exited in a specific way, this is supported by directional posters displayed within the college.
- Within the college setting the floor and classrooms will be marked with 2-meter distances to support social distancing.
- To ensure ventilation, windows will be opened, and doors will be propped open wherever possible. Not to use AC units wherever rooms have windows and doors that can be propped open.
- Alcohol gel and handwashing facilities are available throughout the college.
- Radios are in use by the staff team within the college.
- Handwashing will be planned within the timetable to support regular handwashing and the development of these skills by our learners.

<b>Activity or Area</b>	<b>Risk Identified</b>	<b>Persons at Risk</b>	<b>Control Measures (Mitigating actions and measures taken by AaA)</b>
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Communal areas of the College: Corridors, entrance.	Risk of contracting COVID19 from Learners, colleagues, or others within the teaching & learning environment.	Staff, Learners, visitors	<ol style="list-style-type: none"> <li>1) Alcohol gel dispenser will be placed at all entrances to the college and is to be used by all staff and learners entering the building.</li> <li>2) All staff and learners entering and exiting the building are required to wash their hands before doing so.</li> <li>3) Storage of bags and use of lockers will be moved to ensure social distancing is adhered too.</li> <li>4) At the entrance to the college at the beginning and end of the day an LSC/SLAB will coordinate transport staff to remind them to adhere to social distancing.</li> <li>5) A yellow bin will be available at the entrance to the college to dispose of masks been used on public transport.</li> </ol>
Vehicle drop off areas.	Over Crowding in entrance area, risk of contracting COVID19 from learners, colleagues, or others	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) Use tape to define 2-meter distancing on the ground.</li> </ol>
Classrooms	Risk of Learners / staff contracting COVID19 – Number of staff and learners.	Staff, Learners	<ol style="list-style-type: none"> <li>1) Using tape to define 2m distance quadrants/zones.</li> <li>2) 1 table and 2 chairs within each quadrant/zone (4 tables in each classroom). Maximum of 4 learners per class group and 5 staff members.</li> <li>3) Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes located in each room in use.</li> <li>4) Individual Learner pencil cases and workbooks allocated to reduce cross contamination.</li> <li>5) Ensure a strict and regular cleaning regime, with attention to frequently touched surfaces.</li> <li>6) Lunches eaten in classrooms- To heat food, LSC/SLSC to stagger access to the learner kitchen by group for use of microwave.</li> </ol>
Learner Kitchen	Risk of Learners / staff contracting COVID19 – Number of staff and Learners	Staff, Learners	<ol style="list-style-type: none"> <li>1) Only 4 Learners and 5 members of staff are allowed in this room at any one time, each learner should use a separate cooking station.</li> <li>2) Using tape to define 2m distance zones.</li> <li>3) Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes located in each room in use.</li> <li>4) Ensure a strict and regular cleaning regime, with attention to frequently touched surfaces.</li> <li>5) 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>6) Use disposable cutlery / crockery for all learners and staff eating food on the premises.</li> </ol>

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Outside gym	Risk of Learners / staff contracting COVID19 – Number of staff and Learners	Staff, Learners	<ol style="list-style-type: none"> <li>1) Staff to ensure 2 metre distance between each learner. No more than 2 learners at any one time in the gym area with a maximum of 2 supporting staff.</li> <li>2) Gym equipment to be cleaned after each use with anti-bacterial spray.</li> </ol>
Outside area- (inner courtyard, garden area)	Risk of Learners / staff contracting COVID19 – Number of staff and Learners.	Staff, Learners	<ol style="list-style-type: none"> <li>1) Staff to ensure 2 metre distance between each learner.</li> <li>2) Inner courtyard- 2 learners maximum and 2 support staff.</li> <li>3) Garden area no more than 4 learners and 5 staff at any one time.</li> <li>4) Ensure a strict and regular cleaning regime, with attention to frequently touched surfaces.</li> <li>5) Any equipment to be cleaned after each use with anti-bacterial spray.</li> </ol>
Sensory Room	Risk of Learners / staff contracting COVID19 – Number of staff and Learners	Staff, Learners	<ol style="list-style-type: none"> <li>1) Only 1 learner and 1 staff member at any one time.</li> <li>2) Room and equipment to be cleaned after each use.</li> </ol>
Staff Kitchen and eating areas	Risk of contracting COVID19 from surfaces within the kitchen / canteen facilities.	Staff, Learners	<ol style="list-style-type: none"> <li>1) Ensure strict and regular kitchen cleaning regime, with attention to surfaces and equipment people can touch.</li> <li>2) Handwashing facilities are available with Soap, to encourage good hand hygiene.</li> <li>3) Use disposable cutlery / crockery for all learners and staff eating food on the premises.</li> <li>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.</li> </ol>
Medical Room- Isolation Room	Risk of Learners / staff contracting COVID19 - Contamination	Staff, Learners, visitors	<ol style="list-style-type: none"> <li>1) 1 learner and 1 staff member administering medication (2 staff dispense before learner arrives, then 1 staff member administers to the learner).</li> <li>2) Hand sanitiser, antibacterial wipes/disinfectant spray, high alcohol content device wipes 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) Staff supplied with adequate and appropriate PPE to support with first aid and medication administration.</li> <li>5) Any equipment used must be cleaned after use. Items such as medication pots must be cleaned using the dishwasher.</li> <li>6) The medication room will become the isolation room if we have a person exhibiting Covid 19 symptoms.</li> <li>7) First Aider to be informed and SLT, PPE must be worn when entering/ exiting the room. First Aider should take the suspected individual's temperature and assess for other symptoms. Full PPE must be worn when taking out this task.</li> </ol>

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			<ol style="list-style-type: none"> <li>8) 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, seek medical advice and self-isolate for 7 days.</li> <li>9) Ensure the room is thoroughly cleaned using disinfectant and disposable cloths, and well ventilated after an individual has entered and used this room.</li> <li>10) All PPE worn is to be removed, placed in a bin liner, double bagged and put in the Yellow bin in the medical room. The bin must be emptied during the cleaning process.</li> </ol>
Staff room and office spaces	Risk of Learners and staff contracting COVID19 from other Learners / colleagues / others within the office environment.	Staff, Learners	<ol style="list-style-type: none"> <li>1) Implement zoning of desk spaces within the office areas to discourage colleagues using multiple desks.</li> <li>2) Provide hand sanitiser, antibacterial wipes/disinfectant spray and high alcohol content device wipes within the office space.</li> <li>3) Phones and computers are to be cleaned routinely throughout the day.</li> <li>4) Where possible desks will be allocated to specific users.</li> <li>5) Ensure a strict and regular cleaning regime, with attention to frequently touched surfaces.</li> <li>6) Ensure areas are ventilated, opening windows and propping open doors wherever possible. Not to use AC units wherever rooms have windows and doors that can be propped open.</li> <li>7) Ensuring seating arrangements are 2m distance apart.</li> <li>8)</li> </ol>
Use of toilets and bathrooms	Risk of Learners/ staff contracting COVID19 from surfaces within toilet / bathroom facilities.	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</li> <li>3) Ensure very regular emptying and replacement of sanitary-related disposal units.</li> <li>4) Ensure ample supply of bathroom consumables and cleaning consumables.</li> <li>5) Ensure very good supplies of soap to support and encourage good handwashing practice.</li> <li>6) All hand-driers will be taken out of use. Paper towels will be provided.</li> <li>7) Ensure that posters, specifically promoting handwashing are displayed prominently in all toilets and bathrooms.</li> <li>8) Staff need to manage numbers in toilets such that social distancing can be observed in toilets at all times.</li> </ol>
Quiet room	Risk to Learners and staff contracting Covid 19 from other learners and staff	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 the staff in charge of escalation to dynamically risk assess the amount of people required to support the learner safely and reduce where possible.</li> <li>3) PPE equipment available to staff.</li> <li>4) Room and furniture to be cleaned after use.</li> </ol>
Food Management	Risk of contracting COVID19 from	Staff,	<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> </ol>

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	Learners or staff whilst working with food and during mealtimes.	Learners, visitors	<ol style="list-style-type: none"> <li>2) Use tape within dining or teaching spaced to define zones to encourage and reinforce social distancing where practicably possible.</li> <li>3) Remove / rearrange furniture if practical and possible to ensure adequate space is allowed between learners and learning activities.</li> <li>4) Ensure that food is not left out and / or exposed for extended periods. Unfinished food should be promptly discarded.</li> <li>5) Not allow the sharing of food between Learners, learners and the staff supporting them.</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 from Learners and staff	Staff, Learners	<ol style="list-style-type: none"> <li>1) Those providing personal care should follow the intimate support guidance within the college health care policy, as well as the use of PPE within AAA during Covid 19 guidance document.</li> <li>2) Those supporting learners who may require physical intervention as a last resort should adhere to the use of PPE during this time.</li> <li>3) Staff have full access to PPE to use during the day including masks, if an individual is known to spit, staff should have access to googles that can be worn when supporting learners who present with this behaviour.</li> <li>4) TT to be conducted in conjunction with physical intervention policy.</li> </ol>
Visitors & Contractors on site	Risk of contracting COVID19 from Learners, staff, visitors or contractors.	Staff, Learners, visitors	<ol style="list-style-type: none"> <li>1) Severely restrict external visitors from entering the education settings. Any and all visitors must have a critical reason for entering the building.</li> <li>2) Visits to site will need to be agreed by a member of SLT.</li> <li>3) Restrict contractor attendance to critical and compliance-related work only, ensuring that said work is undertaken when learners have left site or where possible out of hours.</li> <li>4) AAA social distancing guidance to be shared with any external visitors visiting the site.</li> <li>5) Visitors and contractors are expected to maintain social distancing measures within the building wherever practicable.</li> <li>6) Visitors and contractors are only able to work on site if they have the required PPE. If they do not, they will be provided with gloves and face coverings wherever possible.</li> </ol>
Development of symptoms or contracting COVID19.	Risk of infecting colleagues / Learners / learners with COVID19.	Staff, Learners, visitors	<ol style="list-style-type: none"> <li>1) If anyone exhibits symptoms, they must be asked to move to isolation rooms and asked to go home and self isolate. SLT immediately informed, parents of learners informed, placing LA informed that YP at home isolating and family may need additional support</li> <li>2) Anyone that has exhibited symptoms will be asked to self-isolate for 7 days</li> <li>3) Learners and staff have been placed in groups/bubbles; there are a number of core bubbles and one bubble that contains staff who would visit a number of bubbles. Guidance will be available for staff about ways of working.</li> </ol>

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			<p>4) Guidance and procedures in place within AaA for staff to manage the onset of suspected symptoms, or indeed contracting COVID19.  <a href="https://ambitiousaboutautism.sharepoint.com/sites/CoronaVirus/">https://ambitiousaboutautism.sharepoint.com/sites/CoronaVirus/</a></p> <p>5) Guidance around testing for COVID19.  <a href="https://ambitiousaboutautism.sharepoint.com/sites/CoronaVirus/SitePages/Coronavirus-testing.aspx">https://ambitiousaboutautism.sharepoint.com/sites/CoronaVirus/SitePages/Coronavirus-testing.aspx</a></p>
Development of negative mental health symptoms	Learners may display behaviours that challenge		<p><b><u>PLEASE REFER TO THE GENERIC “SCHOOL AND COLLEGE STAFF” RISK ASSESMENT FOR STAFF</u></b></p> <p><b><u>TDT teams to review and revise Behaviour Support Plans for learners</u></b></p>
Staff may have questions around COVID-19 or AaA Management or procedures around COVID			<p><b><u>PLEASE REFER TO THE GENERIC “SCHOOL AND COLLEGE STAFF” RISK ASSESMENT</u></b></p>

**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](mailto:mdixon@ambitiousaboutautism.org.uk).

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Nicola Hawkins (Assistant Principal- Operations)

Version 1.2

Risk Assessment done: 26 May 2020 by Nicola Hawkins

Reviewed by AaA H&S Committee & AaA ELT

Last updated: 10 June 2020

Linked last checked: 20 May 2020

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