

Ambitious About Autism
Risk Assessment – Coronavirus (2019-NCoV)
Risk Assessment – Visitors, Volunteers & Contractors

Definitions

“AaA” means Ambitious About Autism and Ambitious About Autism Schools Trust.

Clarifications

The purpose of this Risk Assessment is to ensure that AaA has considered and planned arrangements in place to protect Visitors, Volunteers and Contractors who need to enter, or work within our settings during the COVID-19 pandemic. AaA recognizes that we, as an organisation have a duty of care to these individuals and groups and this risk assessments demonstrated our recognition and management of this duty.

1.0 Background

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. Typical symptoms of coronavirus include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties.

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 link 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

3.0 Risk Assessment

| Activity | Risk Identified | Persons at Risk | Control Measures (Mitigating actions and measures taken by AaA) |
|---|---|---|---|
| Visitors, Volunteers or Contractors entering or working within any of our settings. | Risk of visitors, volunteers or contractors contracting COVID19 from AaA colleagues / pupils / learners / or other visitors, volunteers, or contractors | All Visitors, Volunteers or Contractors | <ol style="list-style-type: none"> 1) Ensure general social distancing measures within all of our settings. (Maintaining 2m distance between people as per government guidelines.) 2) Display up-to-date posters encouraging social distancing. 3) Display up-to-date posters encouraging regular and proper handwashing. 4) Use tape where appropriate to demarcate zones within the settings to encourage and reinforce social distancing. 5) Use signage and stickers near and in entrances to the settings to reinforce the importance of social distancing. 6) Use prominent signage to stop ANYONE exhibiting symptoms from entering any of our school or college settings. 7) Ensure strict and regular cleaning regime, with particular attention to door handles, surfaces, bathrooms & kitchens. 8) In addition to existing waste bins, provide additional closed bins in all areas, including bathrooms and kitchens for the safe disposal of PPE. These bins will be emptied and cleaned daily. 9) Particular cleaning attention will be given to the entrance / signing areas of our settings. Staff should touch in with their staff cards whenever possible to avoid touching surfaces. 10) Severely restrict external visitors, volunteers, or contractors from entering the settings and discourage these groups of people from entering our settings unless absolutely essential. 11) Severely restrict contractors from attending the settings, unless for absolutely essential maintenance or compliance related works. 12) Ensure that all contractors use appropriate PPE during the course of their work and ensure that any and all PPE used is appropriate removed and disposed of. 13) Plan essential works within the settings to minimise the physical contact or exposure of contractors to others. |

| | | | |
|---|---|---|--|
| | | | <p>14) For any contractors undertaking essential works, ensure that said contractors are very clearly and very specifically briefed on local arrangements with our settings.</p> <p>15) ELT to develop a comprehensive COVID-19 Plan. As of the date of this RA, this plan (Version 4.0) has been developed and agreed. It is not linked here as it contains sensitive data, but this Risk Assessment reflects that this plan exists and has been agreed by the wider AaA COVID-19 group.</p> <p>16) This Risk Assessment has also been developed in alignment with the full set of AaA Policy Documents. This Risk Assessment reflects that these policies exist, are subject to rigorous, planned review and are available to visitors for review only as appropriate.</p> <p>17) All settings should be naturally ventilated where at all possible and where doing so, does not introduce an increased risk to pupils or learners. Air conditioning should be switched off save for server or plant spaces.</p> |
| Visitors, Volunteers or Contractors using our toilets / bathroom facilities | Risk of visitors, volunteers or contractors contracting COVID19 from surfaces within our toilet / bathroom facilities. | All Visitors, Volunteers or Contractors | <p>1) Ensure strict and regular bathroom cleaning regime, with particular attention to surfaces people can touch.</p> <p>2) Contractors - ensure the availability and use of any specific PPE for undertaking any maintenance works required in bathroom areas.</p> <p>3) Contractors - thoroughly clean and disinfect the entire bathroom following any maintenance works.</p> |
| Visitors, Volunteers or Contractors using our toilets / bathroom facilities | Risk of visitors, volunteers or contractors contracting COVID19 from surfaces or equipment within our kitchen / canteen facilities. | All Visitors, Volunteers or Contractors | <p>1) Contractors - prohibit contractors from using our kitchen facilities.</p> <p>2) Contractors - thoroughly clean and disinfect the entire kitchen area following any maintenance works.</p> |

| | | | |
|----------------------------------|--|---|---|
| Travel to and from our settings. | Risk of visitors, volunteers or contractors contracting COVID19 from fellow commuters or surfaces within public transport. | All Visitors, Volunteers or Contractors | <ol style="list-style-type: none">1) Strongly encourage the continued policy of working from home where possible and appropriate to avoid travelling at all.2) Where travel is absolutely essential, encourage all visitors, volunteers, and contractors to use their own vehicles and avoid the use of public transport.3) Where the use of public transport is unavoidable, strongly encourage visitors, volunteers, and contractors to practice social distancing as best they are able to, use PPE if and where appropriate and avoid touching surfaces as much as is practicably possible.4) All visitors, volunteers, and contractors to immediately wash their hands, as per the government guidance as soon as they arrive within any of our settings. |
|----------------------------------|--|---|---|

END

Mark Dixon

Head of Property & IT

Version 1.3

Risk Assessment done: 15 May 2020 by Mark Dixon

Reviewed by AaA H&S Committee & AaA ELT

Review date: 1 July 2020

Last updated: 20 May 2020

Links last checked: 20 May 2020

Version History

Version 1.0 Original Draft

Version 1.1 Update following consultation with Heads

Version 1.2 Update following consultation with H&S Committee

Version 1.3 Update following consultation with Staff Council