

## Risk Assessment - Testing of staff and pupils

### Applicability from 5th January

As of 5th January, only vulnerable children and the children of critical workers are at school and this is to continue until at least February half term. In this time, the staff who are in school will be offered a weekly test and anyone who is a close contact of a positive case will be offered daily testing for 7 school days rather than isolating if that is feasible. This risk assessment will be updated to account for any additional testing brought into place after this point.

Risk Assessment for COVID-19 Test and Trace Process			
Hazard	Control Measures	Outcome	Remarks / Re-assessment
Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	Letters sent before the start of term and will be sent again if close contact testing is needed or for changes before the full return of pupils.	Low risk	
No school "COVID-19 Testing Privacy statement".	Privacy statement in place.	Low risk	
"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	Sent to staff, available physically at reception and placed on website.	Low risk	
T&T data not recorded securely with consideration given to deletion after 14 days.	T&T data to be recorded on google sheets with minimal	Low risk	

	access and will be deleted after 14 days.		
Those that have had “close contact” with someone tested positive for COVID-19 do not know they are able to return to school if they agree to a test once a day for 7 days, and the test is negative.	Information has been given to staff and parents but further letters will be sent to anyone meeting this definition to clarify (as long as there is the capacity in school to meet these testing requirements)	Low risk	
Age-appropriate consent statement for testing (under / over 16) not properly completed.	Consent has been sought from all staff and from parents of those aged under 16 and the pupils themselves where over 16. When tests are carried out, a check of those who have been booked for the test versus the consent list will be done in advance.	Low risk for low numbers of staff being tested currently. Will review system in advance of larger numbers coming through.	
Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Available as appropriate.	Low risk	
Tests not supervised or conducted by trained staff.	All staff involved in the testing have undergone the training modules provided for their role and produced the certificates of assessment. Competency to do the role has then been checked by the Team Lead/Quality Lead.	Low risk	

Testing area not sufficiently controlled to limit access to testers, those being tested and supervisors	Gym being used for testing and is out of bounds for all other purposes at the moment.	Low risk	
Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	Gym is well ventilated and a very large room for the numbers currently being tested. Testing slots have been arranged to ensure no groups gathering and the testing stations are well distanced. Sanitiser provided for cleaning of hands at every stage and masks or other PPE as appropriate to be worn at all times.	Low risk	
Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised.	Advice given and will be monitored. Low numbers of staff being tested initially make this very achievable.	Low risk	
Staff assisting with taking and processing swabs not wearing appropriate PPE.	All processing/assisting re swabs to be done in this initial phase by the Nurse in the full PPE provided. Separate area in gym changing room for the donning and doffing of PPE with access to hand washing and guide to PPE displayed.	Low risk	
Process of swabbing not following training and / or updated guidance.	All processing/assisting re swabs to be done in this initial	Low risk	

	phase by the Nurse who has been fully trained.		
Tested sample incorrectly handled safely during the process including disposal.	All processing/assisting re swabs to be done in this initial phase by the Nurse who has been fully trained.	Low risk	
The process of barcoding, recording and communicating test results is not accurate and supervised	All staff involved in processing have been through the provided training and practical walkthroughs. Spot checks will take place.	Low risk	
Inadequate supervision / checking to ensure equipment handled correctly and not shared.	All staff involved in processing have been through the provided training and practical walkthroughs. Spot checks will take place.	Low risk	
Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	All staff involved in processing have been through the provided training and practical walkthroughs. Spot checks will take place.	Low risk	
Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	All staff involved in processing have been through the provided training and practical walkthroughs. Spot checks will take place.	Low risk	

The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	All staff involved in processing have been through the provided training and practical walkthroughs. Spot checks will take place.	Low risk	
Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmation test or self-isolating unnecessarily after a confirmatory PCR test might have cleared them as having a false positive.	All positive results will be followed up by the Nurse with the provision of a home PCR test and appropriate advice will be given.	Low risk	
Key layout requirements including staff (see next grid below) not being fully met.	Layout of test site is in line with guidance received.	Low risk	
<b>Risk Assessment for COVID-19 Test Sites</b>			
<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	During this initial phase there is a low volume of testing and therefore the test assistant and processor roles (including cleaning as appropriate) are being carried out fully by the Nurse. Admin staff are available to support in registration and results and the Bursar will be on site acting as Team Leader and	Low risk	

	Coordinator. Further staff will be needed when more pupils and staff return to site and the risk assessment will be reviewed.		
Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	All staff involved in processing have been through the provided training and practical walkthroughs. Spot checks will take place.	Low risk	
Consent forms are not available and properly completed?	Consent forms have been sent out in advance and a list of receipts prepared. Before a time is given for the test the list will be reviewed to ensure that the form has been received.	Low risk	
Test site flooring is not non-porous.	Test site has non-porous flooring	Low risk	
Test site is not well lit with a good airflow	Test site is well lit with good airflow.	Low risk	
Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	Test site has been set up to allow a one way system to be in place.	Low risk	
Test chair in the swabbing bay not a minimum of 2m apart.	Test chairs and processing chairs are all at the appropriate 2 metre distance or more.	Low risk	

Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	Desks set up appropriately in line with guidance.	Low risk	
No clear division and demarcation between swabbing and processing area.	Tables used to divide swabbing and processing sides of the process.	Low risk	
Non-authorized people and test subjects able to enter the processing area	Gym being used for testing will be out of bounds to others at this time.	Low risk	
Inadequate evidence of quality assurance, guidance and supervision.	Records to be kept of all void results or issues with tests. All those involved will have competency forms signed off after practical run throughs. Spot checks to be carried out and documented by Quality Lead.	Low risk	
Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	Processing bays/equipment to be cleaned between each sample by processor as per guidance. Clinical waste bins provided at every station and clinical waste to be disposed of using suitable provider.	Low risk	
Disorderly entry, processing, social distancing and exit movement.	For initial phase of testing, numbers are very low therefore orderly entry and exit and social distancing is very easy to achieve. Separate waiting areas	Low risk	

	in place for those waiting to register and waiting to be tested.		
Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	Deliveries dealt with by those who have had manual handling training.	Low risk	
Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	Test kits stored at an appropriate temperature and thermometer available in test site to ensure the area doesn't fall out of the required parameters during testing.	Low risk	
Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	For initial phase of testing, numbers are very low therefore this is easily achievable.	Low risk	