

Risk Assessment - Testing of staff and pupils

Asymptomatic testing from 4th March 2021

On 8th March 2021, all pupils will return to both the junior and senior schools. Senior school pupils who consent will receive three lateral flow tests in school, commencing 4th March for some pupils, spaced 3-5 days apart. Subsequently, all senior school pupils will be offered twice weekly tests to do themselves at home. Junior school pupils will not be tested.

From 8th March 2021, all staff will be offered twice weekly tests to do themselves at home.

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 to all parents/pupils old enough to consent regarding the pupils' testing regime on 25th February. Staff and governors copied into all correspondence. Letter sent to staff regarding home testing on 2nd March.	Low risk	
No school "COVID-19 Testing Privacy statement".	Privacy statements in place.	Low risk	
"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	Sent to staff and parents/pupils old enough to consent, available physically at reception and placed on website.	Low risk	

<p>T&T data not recorded securely with consideration given to deletion after 14 days.</p>	<p>T&T data for in school testing to be recorded on google sheets with minimal access and will be deleted after 14 days.</p> <p>Home testing test log will also be kept in line with government guidance provided.</p>	<p>Low risk</p>	
<p>Age-appropriate consent statement for testing (under / over 16) not properly completed.</p>	<p>Consent has been sought from all parents of those aged under 16 (including year 11) and the pupils themselves where over 16 (from year 12 upwards). 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.</p> <p>For staff and pupil home testing, all have been informed that opening and using the test amounts to consent and that they are legally obliged to report the result once the test has been taken.</p>	<p>Low risk</p>	
<p>Test instruction posters, booklets, FAQ and briefings not readily available and apparent.</p>	<p>Available as appropriate.</p>	<p>Low risk</p>	
<p>Tests not supervised or conducted by trained staff.</p>	<p>All staff involved in the testing have undergone the training modules provided for their role and produced the certificates of</p>	<p>Low risk</p>	

	assessment. Competency to do the role has then been checked by the Team Lead/Quality Lead following a practical session with the School Nurse.		
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 that will be in there at any one time. 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 by testers and marshalls.	Low risk	
Staff assisting with taking and processing swabs not wearing appropriate PPE.	All testers will use full PPE provided. Separate area in gym changing room for the donning and doffing of PPE with access	Low risk	

	to hand washing and guide to PPE displayed.		
Process of swabbing not following training and / or updated guidance.	All processing/assisting re swabs to be done only by those who have been through the training and signed off in a practical session with the Nurse as competent.	Low risk	
Tested sample incorrectly handled safely during the process including disposal.	All processing/assisting re swabs to be done only by those who have been through the training and signed off in a practical session with the Nurse as competent.	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	Low risk	

	walkthroughs. Spot checks will take place.		
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.	Positive results from tests done in school no longer require a follow up PCR test. All those completing home tests have been informed to follow up any positives with a PCR test and the Nurse will give further advice on this as appropriate.	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	

Risk Assessment for COVID-19 Test Sites			
Hazard	Control Measures	Outcome	Remarks / Re-assessment
Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	Rota of sufficient staff now in place.	Low risk	
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. Registration cards will only be prepared and given to those who have consented.	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.	Marshalls will be available for queue management.	Low risk	
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	