

Area/Activity Assessed	Covid-19 School / College National Testing Programme	Date	21/12/2020
Assessment Completed By	Mike Long - Compliance Education	Person(s) Consulted	

Persons Exposed	Employees <input checked="" type="checkbox"/>	Contractors <input type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Expectant Mother <input type="checkbox"/>	Visitors and/or Public <input type="checkbox"/>	Trespassers <input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)
Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low Risk No Action Required.
9-15 - Medium Risk Ensure adequate controls are in use.
16-25 - High Risk Stop operation and implement adequate control measures

This risk assessment outlines the risk and control measures associated with the plans to begin testing asymptomatic staff and pupils/students in secondary schools and colleges from January 2021.

Routine testing will be available to all teachers and other staff once a week; pupils/students and staff will be able to undertake 'serial testing' if one of their contacts test positive.

Hazard	Initial			Existing Control Measures	Residual			Additional Controls
	Sev	Prob	Risk		Sev	Prob	Risk	
1. Testing area(s)	4	4	16	<ul style="list-style-type: none"> • Test areas have a non-porous surface only • Testing areas have sufficient lighting present • Sufficient ventilation provided in all testing areas via natural ventilation or mechanical ventilation – if mechanical ventilation is provided please follow the attached guidance below: • https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm • Registration desk present at entry point to all test areas For more information regarding testing area layouts please see the PowerPoint presentation below: https://paas-s3-broker-prod-lon-ae79ddf0-b8b2-4eb4-a891-fbd1df9e587d.s3.amazonaws.com/Schools-Colleges-Testing-Handbook-version-3.7.pptx • One way system present in all test areas, where one way systems are not possible sufficient space is provided to allow for social distancing. • Test subject chairs within swabbing bay is a minimum of 2 metres apart • Each swabbing desk has a processing desk no more than 1m away. Recording desk is located within close proximity to the processing desk. • Marked area present ensuring test subjects do not enter processing area with clear division present between swabbing area and processing area. • Cleaning products and sanitiser will be present in all testing areas. 	4	2	8	

Hazard	Initial			Existing Control Measures	Residual			Additional Controls
	Sev	Prob	Risk		Sev	Prob	Risk	
2. Training / roles	4	4	16	<ul style="list-style-type: none"> School have completed a recruitment exercise of volunteers consisting of school / college staff, school / college nurses, volunteers and temporary staff i.e. agency workers etc. A minimum of 5 volunteers have undergone test training via webinars and the National Testing Programme Handbook and will undertake the following roles (individual staff can perform more than one role) : <ul style="list-style-type: none"> ➤ Team Leader ➤ Test assistant ➤ Processor ➤ Covid-19 co-ordinator ➤ Registration assistant ➤ Results recorder ➤ Cleaner 	4	2	8	
3. Testing	4	4	16	<ul style="list-style-type: none"> All consenting staff will undergo weekly routine testing Pupils and staff who are contacts of a positive case within school will undergo daily 'serial testing' for 7 days (assuming consent has been provided). Anyone who receives a positive test from the lateral flow test needs to do a standard PCR test to confirm the infection. Staff and pupils / students who have declined to participate in serial testing will follow the usual self-isolate guidelines according to the advice given to them by the NHS Test & Trace service. PPE to be worn by all testing staff. Hand sanitiser to be present at the entry and exit points of all testing locations within school. Social distancing to be observed in testing locations where possible. Testing bays will be cleaned between use. Participation will include the provision of informing the school of any test result. 	4	2	8	

Hazard	Initial			Existing Control Measures	Residual			Additional Controls
	Sev	Prob	Risk		Sev	Prob	Risk	
4. Communication / Consent	4	3	12	<ul style="list-style-type: none"> Participation is voluntary for the programme and active consent is required either by staff, pupils / students or parents / guardians, as appropriate. Consent needs to be for the weekly testing and for the serial testing component of the programme. All staff and parents / guardians have received a consent form and letter giving the school necessary authorisation to carry out a swab test. A template letter and consent form can be found within the link below: COVID testing consent form for use in schools and colleges (1).odt Template letter covid 19 testing for schools (1).odt All pupils / students have received a booklet regarding the process of assisted swabbing Staff and pupils / students who have declined to participate in serial testing will follow the usual self-isolate guidelines according to the advice given to them by the NHS Test & Trace service. Staff and students / pupils have been briefed regarding the National Testing Programme via the usual channels i.e. staff briefings, assemblies, parent communication platforms, form group discussions etc. Q&A sessions to be held prior to any staff volunteer process and the implementation of the testing programme Staff and parents / guardians will be made aware of any government changes to testing guidance. Posters and relevant communications will be displayed around the school and on the school website / social media platforms. Schools and colleges in England can raise questions specific to the Department for Education, via the DfE coronavirus helpline: 0800 046 8687 (Mon-Fri 8am-6pm; Sat-Sun 10am-6pm) or at RapidTesting.SCHOOLS@education.gov.uk Printable leaflets and guidance are available within the National Testing handbook. 	4	1	4	



Hazard	Initial			Existing Control Measures	Residual			Additional Controls
	Sev	Prob	Risk		Sev	Prob	Risk	
5. Positive / Negative Test Result	4	4	16	<p>Positive test:</p> <ul style="list-style-type: none"> • Ensure any details are recorded securely • Contact the pupil / students parent / legal guardian and arrange for them to be collected detailing the requirement to take a confirmatory PCR test • Escort the pupil to the dedicated isolation area maintaining social distancing and wearing appropriate PPE. • Provide reassurance to the pupil / student whilst awaiting collection • Ensure the pupil / student has access to remote learning • Remind the pupil / student and /or their parent/guardian to let school / college know about the result of the PCR test (they will be told via text/email) • Any student can return to school on day 11 following their 10 day isolation period as long as they are well and have had no high temperature for 48 hours. • Students can return following their 10 day isolation period even if they have a cough or loss of taste/smell as these symptoms can last for several weeks <p>Negative test:</p> <ul style="list-style-type: none"> • To remain in school, all staff and pupils / students will need to take a lateral flow test at the start of each school day for 7 days. • Following a negative test, staff and pupils / students can continue with their normal activities until the next test is due (following day). • Any new positive cases during serial testing will reset the clock for the serial testing (daily testing) to the start of 7 days. 	4	1	4	

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
1	Med	Ensure all ventilation requirements are sufficient for test locations	School	Jan 2021	
2	Med	<ul style="list-style-type: none"> • Undertake recruitment exercise for volunteers • Provide training for all identified volunteers 	School	Jan 2021	
4	Med	<ul style="list-style-type: none"> • Issue letters and consent forms to staff and pupils / students • Issue assisted swabbing booklet to pupils / students • Provide briefings to staff and pupils regarding the National Testing programme 	School	Jan 2021	

Acknowledgement

The following members of staff have read this risk assessment.
Their signatures are confirmation that they have read and understood all of that which is within its contents.