

Coronavirus (COVID-19): Risk assessment for full reopening March 2021

St Thomas More Bedford

<u>Assessment conducted by:</u> Martin Bonner	<u>Job Title:</u> Head Teacher	<u>Covered by this assessment:</u> <u>staff, pupils, parents, visitors and volunteers.</u>
<u>Date of assessment:</u> 06/09/2021	<u>Review internal:</u>	<u>Date of next review:</u>

	<u>High</u>	<u>Medium</u>	<u>Low</u>
<u>Risk rating</u>			
	Urgent action required as any impact is critical.	Some controls in place but further actions to be implemented.	No action required. Sufficient management controls in place.

School to include description of re-opening plan

In line with DfE guidance, STM fully re-opened to all students in the week beginning 6th September 2021. The school will follow all DfE guidance in relation sanitization, cleaning, ventilation and protocols around self-isolation. In line with DfE guidance, all students will be offered a Covid-19 lateral flow test over the first 3 days of the full re-opening (6th – 8th September 2021). Home testing kits will be provided to staff and to students during the first week of September.

<u>Area for concern</u>	<u>Risk rating prior to action</u> <u>H/M/L</u>	<u>Recommended controls</u>	<u>In place?</u> <u>Yes/No?</u>	<u>By whom?</u>	<u>Dead line</u>	<u>Risk rating following action</u> <u>H/M/L</u>
Safeguarding and Behaviour	<u>M</u>	The Safeguarding policy has been updated to reflect the current changes recommended by the government. http://www.st-thomasmore.org.uk/attachments/download.asp?file=1474&type=pdf	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>M</u>	The behaviour policy has been amended to reflect changes required due to Coronavirus. http://www.st-thomasmore.org.uk/attachments/download.asp?file=1490&type=pdf	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>M</u>	Staff been made aware of the changes to the above policies and they have been directed to the links.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	The school's website is kept up to date with any information regarding reopening and emails are sent regularly keeping parents informed.	<u>Y</u>	<u>AB</u>		<u>L</u>

Communicati on					
	H	Parents are informed about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements; changes to Tyne Crescent; and that buses will not be running directly from school. Information regarding the implementation lateral flow testing in school will be sent to parents and the website will be kept up-to-date	Y	MB	L
	H	<p>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. Posters will be displayed throughout the school.</p> <p>All staff and parents to be informed of requirements of <u>'Test and Trace'</u>.</p> <p>Notes:</p> <p>Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:</p> <ul style="list-style-type: none"> • Book a test if they (or their child) display symptoms. • Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. • Self-isolate if they are instructed to do so by NHS Test and Trace. <p>Anyone in school who displays symptoms is encouraged to get a test. Parents and staff are asked to inform the school immediately of test results.</p> <p>If an individual tests negative, they feel well and no longer have coronavirus symptoms, they can return to school.</p> <p>If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste.</p>	Y	MB	L

	<u>H</u>	Staff and volunteers are informed about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing and how lessons will be delivered.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	The school communicates with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods. Lettings remain suspended in order to minimize numbers of non-essential people on site.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	Headteacher is aware of the process of how to deal with <u>confirmed cases of coronavirus</u> .	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	Staff are informed of the process of how deal with <u>confirmed cases of coronavirus</u>	<u>Y</u>	<u>MB/AB</u>		
Staffing	<u>H</u>	Staff categorised as 'clinically extremely vulnerable' (ie are Shielding) should continue to work from home if advised to do so by the NHS.	<u>Y</u>	<u>MB/KS</u>		<u>L</u>
	<u>H</u>	Staff categorised as 'clinically vulnerable' are able to attend work. Individual Covid Risk Assessment to be updated – protocols in place at the school regarding social distancing and handwashing	<u>Y</u>	<u>MB/KS</u>		<u>L</u>

	<u>H</u>	Staff who live with a person who is 'shielding'. – these staff are able to attend work providing there are strict protocols in place at the school regarding social distancing, cleaning and handwashing.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	<p>Staff reporting as sick with COVID – Employee to notify school straightaway and follow Government guidance for self-isolating. Isolation note to be completed and given to HR. Where an employee may be more seriously affected they must follow medical advice and keep HR/line manager informed so suitable support can be given.</p> <p>Guidance on symptoms: new continuous cough, high temperature and/or loss of, or change in, normal sense of taste or smell. The affected employee must follow the track and trace process and this may lead to other staff members and students being required to self-isolate or to receive daily testing for Covid-19</p>	<u>Y</u>	<u>MB/</u> <u>KS</u>		<u>L</u>
	<u>H</u>	Staffing models. Staff will be kept fully updated about rotas, (working from home protocols – should a local lockdown scenario happen), redeployment options.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	<p>Social distancing measure been considered, recorded and communicated to staff</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times • Strict one way protocols for moving around the school/corridors • Classroom redesign and clear expectations and protocols around entry to rooms and use of hand sanitiser • Minimise sharing of resources in classrooms and offices • Break and lunch times arrangements in place to keep numbers lower and year groups seperated • Toilet arrangements • Office layout 	<u>Y</u>	<u>MB</u>		<u>L</u>

		<ul style="list-style-type: none"> Entry/exit points Staff communal areas 				
	<u>M</u>	Employees to notify HR of change of Next of Kin/Emergency contact details.	<u>Y</u>	<u>AB</u>		<u>L</u>
	<u>M</u>	Evaluate status of any recruitment processes. Establish plan of completing for September intake	<u>Y</u>	<u>MB/HR</u>		<u>L</u>
	<u>M</u>	Evaluate status of outstanding disciplinary/capability/grievance processes.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>M</u>	Bereavement – staff aware of policy and support available	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>M</u>	Insufficient staff due to inability to attend work – Should this occur due to staff developing COVID, school to discuss closure with the CEO then seek approval from Directors. Contingency plans are in place for various eventualities.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	Line managers in conjunction with HR have discussion with employee who are deemed more vulnerable to infection and put any alternative arrangements in place. Managers/HR to use individual risk assessments to assist conversations.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>M</u>	Travelling abroad – Unless essential travel no employee should travel abroad and must speak to Head Teacher before booking travel plans where they impact on attendance on return to work - refer to latest Trust HR guidance	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>M</u>	The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of wellbeing, health and safety.	<u>Y</u>	<u>MB</u>		<u>L</u>

		<p>Staff reliant on public transport are referred to this document:</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>If necessary, staff reliant on public transport to get to and from school should raise concern with line manager and agree a change in working hours to avoid travel at peak times. If necessary, staff can speak to Head about unpaid leave of absence.(not sure where this fits with public transport??)</p>				
Access to learning	<u>L</u>	The headteacher will work with teaching staff to ensure education can continue to be delivered to all pupils remotely should we return to a lockdown situation.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>L</u>	The headteacher will work with teaching staff to ensure a plan is in place to enable gaps to be identified and plans in place for all students to catch-up	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>M</u>	The headteacher will work together with staff to ensure the wellbeing of all pupils is supported.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>M</u>	Contingency plans have been written and shared that outline how the school would cope with various degrees of partial or full closures to certain pupils and how continuity of learning would be maintained via remote education.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:	<u>Y</u>	<u>MB</u>		<u>L</u>

Policies and documents		<ul style="list-style-type: none"> - <u>Health and Safety Policy (including section on infection control and social distancing statement</u> - https://www.st-thomasmore.org.uk/attachments/download.asp?file=1492&type=pdf - <u>First aid guidance:</u> - https://www.hse.gov.uk/pubns/books/l74.htm - https://www.hse.gov.uk/pubns/indg347.pdf - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf - The school has adopted the practices recommended in these DfE documents: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings - https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe 				
	<u>M</u>	<p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 https://www.hse.gov.uk/pubns/indg453.htm#:~:text=From%201%20October%202013%20the,related%20accidents%20which%20cause%20deaths 	<u>Y</u>	<u>MB</u>		<u>L</u>

		<ul style="list-style-type: none"> - The Health Protection (Notification) Regulations 2010 http://www.legislation.gov.uk/ukxi/2010/659/contents/made - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities - DfE and PHE (2020) 'COVID-19: guidance for educational settings' https://www.gov.uk/coronavirus/education-and-childcare 				
	<u>M</u>	The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training.	<u>Y</u>	<u>MB</u>		<u>M</u>
	<u>H</u>	The Social Distancing Statement is shared with all relevant members of the school community and adhered to as far as possible	<u>Y</u>	<u>MB</u>		<u>M</u>
	<u>H</u>	<p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE - The school's local health protection team (HPT) 	<u>Y</u>	<u>MB</u>		<u>M</u>
	<u>H</u>	All staff, volunteers, parent, pupils, visitors and contractors are made aware of infection control procedures and social distancing arrangements for when the school reopens.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	The school conducts a review of all supplier arrangements to ensure they are appropriate for the school reopening to more pupils e.g. Partnership Education	<u>Y</u>	<u>MB</u>		<u>M</u>
	<u>H</u>	The school reviews current policies to ensure they account for any changes in procedures e.g. fire evacuation.	<u>Y</u>	<u>MB</u>		<u>L</u>

Community wellbeing	<u>H</u>	The school has assessed how pupils feel about the school reopening via Progress Coordinator conversations with students. SLT have taken account of the BAME school survey data and staff was sent to staff.	<u>Y</u>	<u>MB</u>		<u>M</u>
	<u>H</u>	The school has assessed how staff and volunteers feel about the school reopening via the Coronavirus Impact Survey. This has enabled the SLT to act on any concerns staff and volunteers may have.	<u>Y</u>	<u>MB</u>		<u>M</u>
	<u>M</u>	The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. Regular communication with these parents has happened from the start of the lockdown period	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>M</u>	The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>M</u>	The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.	<u>Y</u>	<u>MB/ MC</u>		<u>L</u>
	<u>M</u>	The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. Emmaus and the Prayer room will be staffed and ready to receive students presenting with emotional and spiritual needs.	<u>Y</u>	<u>MB/ JH</u>		<u>L</u>
Cleaning	<u>H</u>	The school arranges enhanced cleaning to be undertaken where required and follows guidance set out in this document:	<u>Y</u>	<u>MB</u>		<u>L</u>

		https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				
	<u>H</u>	The school has systems in place to clean the school throughout the day as required	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	The necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and in line with the COSHH Policy	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>M</u>	All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	Adequate amounts of suitable cleaning agents are available.	<u>Y</u>	<u>MB</u>		<u>M</u>
	<u>H</u>	Where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners, first aiders.	<u>Y</u>	<u>MB</u>		<u>M</u>
Infection control and social distancing	<u>H</u>	<p>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>	<u>Y</u>	<u>MB</u>		<u>L</u>

	<u>H</u>	Staff aware what procedure to follow if a child falls ill whilst in school. Information clearly shared with parents	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	A COVID-19 room/space has been identified for a child with symptoms to wait for collection by a parent.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>M</u>	Where necessary, school transport is restricted to essential use only.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>N/A</u>	Where practicable, infection control and social distancing measures are put in place on school transport.				
	<u>H</u>	Visual aids are used to display social distancing measures	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	Infection control stations are set up, where necessary, providing soap and water, bins and alcohol-based hand sanitiser.	<u>N</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	Adequate amounts of soap, tissues and bins are available in the relevant areas. In classrooms the sharing of materials will be avoided as far as possible; photocopied resources rather than books, avoid use of glue sticks etc. Anti-viral wipes available in classrooms to clean surfaces that have been touched.	<u>Y</u>	<u>MB</u>		<u>M</u>
	<u>H</u>	Reopening plans are in line with the relevant local and national advice.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	The headteacher identifies which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control during busy periods, e.g. staggered break times.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	Where applicable, class sizes are limited, including the number of teaching staff per class, within safe and suitable staff-to-pupil ratios as per issued guidance.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	Where required, the headteacher works with staff to ensure a suitable plan is in place to maximise infection control during class changes, e.g. one-way systems and staggered lesson times.	<u>Y</u>	<u>MB</u>		<u>L</u>

	<u>H</u>	The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required.	<u>Y</u>	<u>MB</u>		<u>L</u>
	<u>H</u>	Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.	<u>Y</u>	<u>MB</u>		<u>M</u>
	<u>H</u>	Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and are sent home as soon as possible.	<u>Y</u>	<u>MB</u>		<u>L</u>
Resources	<u>H</u>	Staff are aware of procedures of using resources.	<u>Y</u>	<u>MB</u>		<u>M</u>
Premises	<u>H</u>	Have the responsible school staff completed the COVID-19 Re-Opening and Empty Building Checklist. OLICAT Building Re-Occupation Checklist .	<u>Y</u>	<u>MB/</u> <u>FM</u>		<u>L</u>
Coronavirus (COVID-19) asymptomatic testing in schools and colleges	<u>M</u>	<p>From January, rapid-result tests will be provided to schools and colleges, starting with secondary schools and FE colleges, including special schools and alternative provision. At the start of term in September, all students will be offered asymptomatic tests. Following this all students will be provided with home testing kits allowing for 2 tests per week.</p> <p>In the event of a positive test result, the following guidance must be followed: guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>A further bespoke testing risk assessment is included in Appendix A of this document.</p>	<u>Y</u>	<u>MB</u>		<u>L</u>

	<u>M</u>	<p>The school will follow all DfE and NHS advice and all staff and volunteers will be fully trained.</p> <p>Guidance will be followed from the following documents and sources.</p> <p>https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges?utm_source=23%20December%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p> <p>https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges?utm_source=23%20December%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C1</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/946612/How to do your test COVID 19 instruction leaflet for schools.pdf</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools and colleges testing handbook.pdf</p>	<u>Y</u>	<u>MB</u>		<u>L</u>
--	-----------------	---	-----------------	------------------	--	-----------------

		https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRgfrj_b5_P				
--	--	---	--	--	--	--

Appendix A

Coronavirus Risk Assessment for COVID Testing

This risk assessment is to cover the LFD mass testing of pupils prior to return to face to face teaching. Covering testing activities for the weeks 8 March 2021 till end of 19th March 2021

St Thomas More Catholic Secondary School, Bedford						Date Assessed: 25/02/2021		Assessed by: Angela Bamford			
Task/Activity: Lateral Flow Device (LFD) testing spaced three to five days apart for secondary students								Reference Number: CVD/LFD/2021			
				Risk rating before implementing control measures				Risk rating after implementing control measures			
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place		Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Controls Measures Required
Contact between queuing subjects increasing the risk of transmission of COVID-19	Transmission of the virus between persons waiting for test	Students Queue management and testing staff Others in area of queue	4	5	20	Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID-19, live with someone who is showing symptoms of COVID-19 (including a fever and/or new persistent cough), have returned within 10 days from a part of the world affected by the virus, or have been in close contact with someone who is displaying symptoms.		3	3	9	Queue management system will be put in place to maintain social distancing of year group during the testing process. Training for all staff involved in process to understand roles and responsibilities and risks in test area, including use of PPE modules. All students to be given clear instructions on how the process will work.

					<p>Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</p> <p>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</p> <p>Requirement to wear a face covering/mask to be reminded to all subjects in advance at time of test booking.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</p> <p>Hand hygiene: All subjects to use hand sanitiser provided on arrival and adherence to this enforced by reception staff.</p> <p>Social distancing: Two-metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance, in addition to verbal reminders if necessary from</p>			Regular toolbox talks for all staff involved in testing.
--	--	--	--	--	--	--	--	--

						<p>reception, queue management and sampling staff.</p> <p>A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</p> <p>Cleaning: Testing carried out in area with non-porous floor. Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes.</p>			
Contact between subjects and staff increasing the risk of transmission of COVID-19: Welcome and registration	Transmission of virus between persons	Students Queue management and testing staff Others in area	4	5	20	<p>Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID-19, live with someone who is showing symptoms of COVID-19 (including a fever and/or new persistent cough), have returned within 10 days from a part of the world affected by the virus, or have been in close contact with someone who is displaying symptoms.</p> <p>Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</p>	3	3	9
									<p>Training modules to be completed so that all staff are clear on their role and process and certificates held.</p> <p>Regular changing of PPE as per the training module guidance.</p> <p>Regular cleaning of the test centre desk, cubicles and processing areas as per training guidance and checklist.</p> <p>Daily reminder from team lead of PPE and hygiene</p>

					<p>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</p> <p>Requirement to wear a face covering/mask to be reminded to all subjects in advance at time of test booking.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</p> <p>Hand hygiene: All subjects to use hand sanitiser provided on arrival and adherence to this enforced by reception staff.</p> <p>Social distancing: Two-metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance, in addition to verbal reminders if necessary from reception, queue management and sampling staff.</p>			<p>requirements for infection control.</p> <p>COVID Register maintained for in-school procedures.</p>
--	--	--	--	--	--	--	--	---

						<p>A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</p> <p>Cleaning: Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.</p>				
Contact between subject and processor increasing the transmission of COVID-19: Sample taking	Transmission of the virus between persons	Students Testing staff	4	5	20	<p>Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</p> <p>Procedure: Subject carries out swabbing themselves whilst supervised by processor. Guidance on carrying this out is available on GOV.UK.</p> <p>'How to do your test' posters displayed.</p> <p>Consent stored and help by Site Team Leader</p> <p>PPE: Processor wears the following PPE:</p>	2	3	6	<p>Training modules to be completed so that all staff are clear on their role and process and certificates held.</p> <p>Regular changing of PPE as per the training module guidance.</p> <p>Regular cleaning of the test centre desk, cubicles and processing areas as per training guidance and checklist.</p> <p>Daily reminder from team lead of PPE and hygiene requirements for infection control.</p> <p>COVID Register maintained for in-school procedures.</p> <p>Students with positive tests will leave school immediately to take</p>

						<ul style="list-style-type: none"> Fluid-resistant (type 11R) surgical mask; Disposable gloves (changed after each sample); Disposable plastic apron; and Eye protection (goggles or visor as per individual preference). <p>Testing assistant wears:</p> <ul style="list-style-type: none"> Fluid-resistant (type 11R) surgical mask; and Disposable gloves. <p>Follow guidance for donning and doffing.</p> <p>Training: All staff involved with testing are trained in line with guidance found here.</p> <p>Cleaning: Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>Layout: The testing area is laid out as shown in the guidance document found here.</p>				a PCR test and follow self-isolation guidance.
Contact between samples and sample testers increasing the	Transmission of the virus between persons	Testing staff	4	5	20	<p>PPE: Processor wears the following PPE:</p> <ul style="list-style-type: none"> Fluid-resistant (type 11R) surgical mask; 	2	3	6	Training modules to be completed so that all staff are clear on their role and process and certificates held.

transmission of COVID-19: Sample processing and analysis						<ul style="list-style-type: none"> • Disposable gloves (changed after each sample); • Disposable plastic apron; and • Eye protection (goggles or visor as per individual preference). <p>Testing assistant wears:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; and • Disposable gloves. <p>Follow guidance for donning and doffing.</p> <p>Training: All staff involved with testing are trained in line with guidance found here.</p> <p>Cleaning: Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.</p>				<p>Regular changing of PPE as per the training module guidance.</p> <p>Regular cleaning of the test centre desk, cubicles and processing areas as per training guidance and checklist.</p> <p>Daily reminder from team lead of PPE and hygiene requirements for infection control.</p> <p>COVID Register maintained for in-school procedures.</p>
Contact between samples and sample testers increasing the transmission of COVID-19: Sample disposal and waste disposal	Transmission of the virus between persons as a result of handling contaminated waste	Testing staff Cleaning staff	4	5	20	<p>PPE: Processor wears the following PPE:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; • Disposable gloves (changed after each sample); • Disposable plastic apron; and 	2	3	6	<p>Waste classified as clinical should be disposed of in line with clinical waste requirements by a licenced waste carrier.</p> <p>Site Team to follow waste collection protocols and assign secure waste holding areas for waste collection.</p>

						<ul style="list-style-type: none"> • Eye protection (goggles or visor as per individual preference). <p>Testing assistant wears:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; and • Disposable gloves. <p>Follow guidance for donning and doffing.</p> <p>Training: All staff involved with testing are trained in line with guidance found here.</p> <p>Cleaning: Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.</p>				Sufficient waste disposal areas in test centre correctly labelled.
Incorrect result communication	Transmission of the virus between persons	Students Others in close contact	4	5	20	<p>Two identical barcodes are provided to subject at check in.</p> <p>Subjects details are registered to a unique ID barcode before conducting the test.</p> <p>Barcodes are attached by trained staff at the sample collection bay.</p> <p>Barcodes are checked for congruence at the analysis station 1</p>	2	2	4	Registration desk manned by school staff and names and details checked from school.

						and applied to Lateral Flow Device at this station.				
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal and no result communicated to individual	Tested person	2	5	10	<p>Rule-based recall of subjects who have not received a result within eight hours of registration.</p> <p>Subjects are called for a retest.</p>	2	2	4	Checking that all results have been uploaded and school register and Trace and Trace have no gaps in data.
Extraction solution contains: Na ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (sodium chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion,	Processors	3	1	3	<p>PPE: Processor wears the following PPE:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; • Disposable gloves (changed after each sample); • Disposable plastic apron; and • Eye protection (goggles or visor as per individual preference). <p>Follow guidance for donning and doffing.</p> <p>Environmental: Do not let product enter drains.</p> <p>Spillages: Wipe surfaces which the solution has been spilt on and dispose of cleaning material in line waste disposal procedures.</p>	2	1	2	Ensure staff are confident following the training in the processing of the tests and that they have sufficient time to undertake this part of the role efficiently.

	chronic toxicity, reproductive and developmental toxicity, carcinogenicity and medical conditions aggravated by exposure.					Do not use if the solution has expired. Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.				
Unauthorised access by members of the public	Potential for verbal abuse or physical violence Transmission of the virus	Testing staff	3	5	15	Parents and carers do not attend testing session unless by specific arrangement. Standard school admission policies are enforced. See risk assessment for violence and aggression.	1	4	4	Behaviour for Learning Policy operates within the Test Centre; students are supervised on entry and departure by staff.
Use of shared equipment	Transmission of the virus	Testing staff Students	4	5	20	Staff undertaking testing do not share equipment. Hand hygiene and protective gloves worn.	1	4	4	Processing areas will be isolated by processor so no cross contamination.
Usage of home self-swab testing	Incorrect usage leading to further	Staff	3	4	12	Staff communication given for usage.	2	4	8	Staff with a Positive LFD test result will self-isolate and arrange a PCR test.

kits by staff twice per week	health complications					https://www.gov.uk/government/publications/testing-for-coronavirus-at-home https://www.gov.uk/government/publications/testing-for-coronavirus-at-home/covid-19-home-test-step-by-step-guide-adults-and-children				
------------------------------	----------------------	--	--	--	--	--	--	--	--	--

Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary	Suggested Timeframe
---------	---------------------

3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review Record

Date of Review	Confirmed by	Comments