



RISK ASSESSMENT – Mass Testing for COVID-19 in Schools

School: Reddish Vale High School	Assessment date: Updated 5/3/2021 for Return to School 8/3/2021
Activity covered by this assessment: Mass Testing for Covid-19	Date reviewed:
Persons involved in the assessment: Staff, Pupils, Volunteers	Manager’s signature:

From March 2021, consenting staff at school will be provided with Home Testing Kits to enable routine testing at home for Covid-19 on a weekly basis/twice per week.

From March 2021, consenting pupils at school will undertake three in-school COVID tests on return to school, after which they will be provided with Home Testing Kits to enable routine testing for Covid-19 on a weekly basis/twice per week.

At all times, the school will refer to, and follow the guidance in [“Covid-19 National Testing Programme: Schools and Colleges Handbook”](#)

HAZARD	PERSONS AT RISK (eg. staff, visitors, pregnant workers, young persons)	ACTION ALREADY TAKEN TO REDUCE THE RISKS (Control measures)	FURTHER ACTION REQUIRED (If existing controls are inadequate)	BY WHO AND WHEN
<p>Testing area: Training Extension New Build</p> <p>Inadequate/ insufficient space and layout increasing the risk of spread of the Virus</p>	<p>Staff, pupils, volunteers</p>	<p>Testing will be carried out in the Training Extension New Build - this will be a dedicated space only used for testing. It is a large area which can be split into zones The room is well ventilated, well-lit and has a non-porous floor surface i.e. no carpets The room will have a one-way direction of travel in place Signage is in place to highlight a one way system and to identify each section of the testing process. There will also be strict social distancing measures to allow entry and exit thorough identified entrance/exit doors. The room is large enough to allow the key layout requirements referred to in the Schools and Colleges Handbook and is big enough to contain a registration desk, swabbing bays (each with its own processing desk) and a recording desk. Each area will be clearly demarcated. People being tested will not be allowed to enter the processing area. Each 'swabbing' and 'processing' desk will have clinical waste receptacles to dispose of PPE, swabs and cartridges/devices. Strict social distancing between the various areas in the testing room will be maintained.</p>		
<p>Storage of the tests – incorrect storage may result in void testing</p>	<p>Staff, pupils, others</p>	<p>The tests will be stored at the correct temperature prior to being used</p>		

<p>Entrance into Testing Area</p> <p>Poor organisation of entry into testing area increases risk of COVID infection</p> <p>Spread of the Virus</p>	<p>Staff, pupils, volunteers</p>	<p>Testing will be organised into year groups; students will be allocated testing time slots throughout the day to ensure the numbers are kept low to allow social distancing and ensure bubbles do not mix in the testing area.</p> <p>Year groups will be kept separate.</p> <p>All pupils and staff to wear masks on entering the testing area</p> <p>Pupils and staff to sanitise hands before entering the Testing area</p> <p>Staff will be allocated testing roles as outlined in the testing handbook</p> <p>Staff will be in place to supervise entrance and to ensure COVID guidelines are followed at all times.</p> <p>Clear signage will be in situ to identify one way system and the separate stations as per the guidance</p> <p>Hand sanitiser station will be in place at the entrance to the testing area and on each of the stations in the testing area</p> <p>One-way system to control movement</p> <p>Registration desk located near to entrance point</p> <p>Once registered, students will wait in a designated area whilst maintaining social distancing before the test is undertaken – Staff in place to supervise queues to ensure COVID guidelines followed at all times. Queue</p> <p>Co-ordinators in place to support any pupils experiencing any anxieties about the testing process</p>		
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<p>Staff / workforce not appropriately trained to complete roles required to undertake testing process</p> <p>Staff/Workforce not provided with appropriate equipment to undertake testing roles safely</p> <p>Lack of training and equipment increasing risk of spread of the virus</p>	<p>Staff, pupils, others including volunteers</p>	<p>Staff will be identified to undertake the testing roles and responsibilities as per the Schools and Colleges Handbook</p> <p>All staff supporting the testing process will have undertaken appropriate training as per the Schools and Colleges Handbook and gained certification of successful completion, records of which will be kept by the HR Manager and checked prior to testing commencing</p> <p>SLT identified as Team Leaders to oversee the day-to-day workforce management and to ensure all necessary requirements are in place</p> <p>Team Leaders will be DBS checked in line with the school's safeguarding policy</p> <p>SLT member designated to check the testing area is set up correctly and that staff are following guidance</p> <p>All staff will be provided with appropriate PPE (mask, visor, gloves, apron – see PPE section below)</p> <p>All stations in the testing area will be set up as per the guidance and be equipped with all the necessary equipment and products</p> <p>Staff to be socially distanced and follow all COVID safety guidelines</p> <p>Staff will have regular breaks</p> <p>Clinically extremely vulnerable (CEV) staff will not currently be in school and therefore will not be involved in the mass testing arrangements; clinically vulnerable (CV) staff will only undertake admin roles to support the testing process.</p> <p>Individual risk assessments for CEV and CV staff will be revised to reflect the fact that this activity is happening on site and to ensure that all vulnerable staff are, so far as is practical, kept away from the testing area.</p>		
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<p>PPE – insufficient / not available increasing the risk of spread of the virus</p>	<p>Staff, pupils, volunteers</p>	<p>All staff identified to support the testing process will have completed appropriate training prior to testing commencing All staff working in the testing site will be provided with and will wear appropriate PPE including: Apron, fluid resistant surgical mask, visor and gloves. The majority of the PPE will be used sessionally; however, gloves will be changed by those staff acting as ‘Processor’ between each test subject. Test Processors will sanitise their hands following each test subject The ‘Test Assistant’ will change their gloves if there is a need to intervene in the swabbing process. All pupils and staff being tested will wear a mask until they remove it to undergo the actual testing process, after which they will replace the mask. All persons entering the testing area will sanitise their hands on entry into the room – sanitiser stations will be located at every station in the testing area and at the entry/exit points Handwashing facilities are available throughout school, hand sanitiser will be used in and around the testing areas. Identified Clinical Waste bins will be available at each station to dispose of PPE safely Daily checks of PPE stocks will be completed at the end of each testing session to ensure adequate stocks Team Leader role to do regular quality checks to ensure guidance/processes are being followed</p>		
<p>Swabbing bay not set up or cleaned as per guidance increasing the risk of the spread of the virus</p>	<p>Staff, pupils, volunteers</p>	<p>All staff identified to support the swabbing process will have completed appropriate training prior to testing commencing Test assistants available to supervise students completing the swabbing Queue Coordinators identified to support pupil anxieties and to guide pupils with the swabbing First Aid staff on site to support Instructions / guidance on display to demonstrate process, Guidance is laminated so can be easily cleaned Swabbing bays are 2 metres apart and clearly marked</p>		

		<p>Swabbing bays and items within it, such as mirrors, are cleaned thoroughly after each use</p> <p>Staff wearing appropriate PPE</p> <p>Pupils to wear masks until required to swab</p> <p>Swabbing stations equipped with sanitizer, clinical waste bins and all necessary equipment to complete the Swabbing safely</p>		
<p>Undertaking the test – failure to complete safely may increase the risk of spread of the virus</p> <p>Failure to undertake test correctly may result in increased void test results</p>	<p>Staff, pupils, volunteers</p>	<p>All staff identified to support the testing process will have completed appropriate training prior to testing commencing</p> <p>Tests will be undertaken by the pupil themselves (self-swabbing process); however supervision will be provided, especially for those who may be more vulnerable</p> <p>Queue Coordinators identified to support any pupil anxieties</p> <p>Staff will be available to provide information on how to swab and posters will be displayed around the area on how to conduct the test.</p> <p>Each testing desk will have a laminated copy of the poster which shows step by step instructions on how to complete the test.</p> <p>A test assistant will be on hand to offer guidance and supervise the testing</p> <p>First Aid support available if needed</p> <p>Mirrors available to help the students conduct the test correctly.</p> <p>The testing area will be cleaned after each use</p>		
<p>Disposal of clinical waste – failure to dispose of clinical waste correctly may increase the risk of spread of the virus</p>	<p>Staff, pupils, volunteers</p>	<p>All staff identified to support the testing process will have completed appropriate training prior to testing commencing</p> <p>Pre-test packaging and general waste will be disposed of as general waste using the existing municipal waste route</p> <p>Swabs and cartridges/devices will be disposed of as per the current government guidance.</p> <p>Every swabbing and Processing station will have an identified Clinical Waste disposal bin.</p>		

<p>Insufficient cleaning of the testing area increasing the risk of the spread of the virus</p>	<p>Staff, pupils, volunteers</p>	<p>All staff identified to support the testing process will have completed appropriate training prior to testing commencing All staff roles in the testing area to ensure their station is cleaned as per the training Each station to be equipped with the necessary cleaning equipment Cleaning items must be disposed of in the clinical waste identified bins To undertake cleaning staff must wear appropriate PPE The sampling area must only be cleaned when it is not being used or after a spillage In case of a spillage, when they need to enter an active test area, staff should ensure that they avoid any contact within 2 metres and change their PPE after cleaning. Cleaning will follow public health guidelines and cleaning solutions will contain one of the following:</p> <ul style="list-style-type: none"> • A combined detergent and disinfectant at a dilution of 1000 parts per million (ppm) available chlorine (ppm av.cl) • A household detergent followed by disinfection (1000 ppm av.cl). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants • If an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses <p>Frequently touched surfaces will be cleaned either at the end of each session, or as a minimum twice a day including before or after the working day. Where spillages (including bodily fluid spillages) have occurred, areas should be thoroughly cleaned and disinfected in line with training guidance.</p>		
<p>Exit of Testing area – Failure to exit in line with guidance could increase the risk of spread of virus</p>	<p>Staff, pupils, volunteers</p>	<p>Separate entrance / exit identified in testing area One way system in place to direct pupils out of designated exit to support social distancing Staff supervision to ensure pupils exit safely, following COVID safety guidance</p>		

		<p>Pupils to sanitise hand when leaving test area</p> <p>Staff to supervise pupils to return to their zone classroom after test has been completed, ensuring COVID guidelines are followed</p>		
<p>Positive test result – Failure to respond correctly may increase risk of spread of virus</p>	<p>Staff, pupils, volunteers</p>	<p>All staff identified to support the testing process will have completed appropriate training prior to testing commencing</p> <p>Any person showing a positive result with the Lateral Flow Test will be required to undertake a confirmatory PCR test.</p> <p>Details of any pupil/staff identified as positive will be treated confidentially and sensitively</p> <p>Pupils will be isolated and will be dealt with in line with the schools current COVID-19 Risk Assessment, in a suitable room, with supervision if required, until they are collected by a parent or carer.</p> <p>Advice as per the current government guidance will be given to the pupils and their parents/carers</p> <p>Staff identified as positive will be sent home immediately</p> <p>The supervising staff member will wear PPE as described in the schools Covid-19 Risk Assessment.</p> <p>Close contact tracing in school will be completed and any staff/pupils identified as a close contact will be advised as per the current government guidance</p> <p>The school's Covid Risk Assessment control measures will be followed for persons showing Covid-19 symptoms.</p>		
<p>Employers and Public Liability Insurance not in place to support the testing process in schools</p>		<p>Employers' and Public Liability Insurance Policies are in place that indemnify school in respect of legal liability arising from the asymptomatic testing for schools programme.</p> <p>This will be subject to a suitable and sufficient risk assessment being in place with arrangements implemented to meet the requirements of relevant Health and Safety and COVID Government Guidance.</p>		