

| Activities Covered by this Assessment | Asymptomatic Testing in School/Academy During COVID-19 Pandemic - Partial/Full Opening | | |
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| Site Address / Location | BGLC | Department / Service / Team | Testing Team |
| <p>Note: A person specific assessment must be carried out for young persons, disabled staff, clinically vulnerable persons and new and expectant mothers conducting this activity. Where possible clinically vulnerable persons and expectant mothers should not perform this testing</p> <p>This risk assessment should be read in conjunction with other applicable risk assessments. Managers must communicate applicable risk assessments to employees. These risk assessments include:</p> <ul style="list-style-type: none"> • BGLC COVID-19 full/partial re-opening risk assessment <p>This risk assessment is site specific and has been communicated to all employees undertaking this activity, to ensure they understand and agree to the control measures. The Manager will sign the risk assessment to authorise it.</p> <p>Important - Read the 'Even Better Ifs' page at the end of this document.</p> <p>Facilities/procedures provided for testing including:</p> <ul style="list-style-type: none"> • Consent acknowledgement. • Scheduling (to avoid queues and keep social distancing). • An area or room for testing including sufficient ventilation. • An enhanced cleaning schedule with monitoring in place. • Suitable PPE. • Robust queuing system and marked social distancing. • Suitable and sufficient waste disposal procedures. • It is suggested that a step by step safe system of work is developed in addition to the site specific risk assessment. | | | |

- w/c 1/2/2021 Staff currently being tested once weekly apart from those staff on site daily who will be tested twice weekly. Students tested twice in total, 3-5 days apart. Students/staff testing positive sent home to self-isolate.

This risk assessment must be read in line with current and updated government guidance. This risk assessment should be updated as and when Government guidance is updated. Please see link below:

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges>

| Hazard (Something with a potential to cause harm) | Who might be Harmed & How? | Existing Controls (Consider Hierarchy of Control) | Initial Risk Rating (S x L) | | | Further Controls Required (Consider Hierarchy of Control) | Final Risk Rating (S x L) | | | Action Required | | |
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| | | | Se ve rit y | Li ke lih ood | Ri sk Ra tin g | | Se ve rit y | Lik eli hood | Ri sk Ra tin g | Who (Initial) | Date By: (--/--/--) | Done ? |
| Arrival and exiting of Pupils / Contact with Asymptomatic Pupils | Staff and pupils could transmit and contract the virus leading to potential serious ill health | <ul style="list-style-type: none"> All attendees are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19; including a fever and/or new persistent cough, if they have returned within 10 days from a part of the world affected by the virus, have been in close contact with someone who is displaying symptoms or have been advised to self-isolate by test and trace The registration Assistants will maintain 2m social distancing from attendees Two metre social distancing to be maintained | H | L | M | Registration Assistants to ask students/staff if they have any symptoms or live with somebody with symptoms. Update week 1 - explain what symptoms are. 2m yellow tape round registration desk All staff to remind staff & students of the need to sanitise hands and must be wearing a mask – issue to those without one. | | | | | | |

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| | | exiting to avoid bottleneck situations <ul style="list-style-type: none"> • Face coverings/masks to be worn by staff/students at all times whilst in the test site except for brief lowering at time of swabbing. | | | | | | | | | | |
| Transmission of COVID-19 due to the infection control procedures not followed by the staff member performing testing | <p>The staff member or pupil may spread COVID-19 via airborne droplets or fomite transmission.</p> <p>This may happen if the infection control processes are not followed or staff are unaware of infection control procedures due to lack of training.</p> | <ul style="list-style-type: none"> ▪ Staff that are not trained in conducting testing will not perform them. ▪ Hands will be washed with soap and water for at least 20 seconds/sanitised before donning gloves. ▪ Gloves are changed in between each test processing and hands washed/sanitised. ▪ Staff members performing the Covid testing have completed LFD processing, LFD results recording, PPE & infection control and Guiding Subject through Swabbing training delivered by NHS. | H | L | M | Monitoring by Team Leader Cleaning monitoring template to be put up in gym. SPA to add COSHH info Updated/c 25 January, team advised to rewatch training videos Updated 4/2/21 When site is fully open and operational, regular breaks to be built in to schedule for site team. | | | | | | |

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| | | <p>disinfecting will be monitored by the SLT at random intervals.</p> <ul style="list-style-type: none"> Whilst this is a self-swab test, there will be a testing helper who will oversee things and provide help if needed Any reusable equipment must be sanitised Please also see schools COSHH risk assessments for the following cleaning and disinfection products: <ul style="list-style-type: none"> COSHH Data Sheets & Risk Assessments Sanitiser EC4 cleaner | | | | | | | | | | |
| Transmission during Covid Sample Taking | <p>Staff/Pupils</p> <p>The staff member or pupil may spread COVID-19</p> | <ul style="list-style-type: none"> Yellow 2m social distancing tape to be observed by staff & students, Testing Assistants to ensure this is observed Tissues, hand sanitiser, wipes, bin and sick bowl available. | H | L | M | Monitoring by Team Leader to assess if controls are effective. | | | | | | |

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| | via airborne droplets or fomite transmission. | <ul style="list-style-type: none"> Staff/students asked to take test according to displayed instructions Staff/student's face covering to be removed briefly during the test and replaced immediately after All items used by staff/students will need to be placed in clinical waste bin once the swab has been completed <p>Appropriate PPE will be worn at all times following the NHS guidance</p> | | | | | | | | | | |
| Transmission during swab assistance | Staff/Pupils The staff member or pupil may spread COVID-19 via airborne droplets or fomite transmission. | <ul style="list-style-type: none"> Verbal assistance to be provided maintaining 2m distance Test Assistant is available if necessary, to instruct pupils. | H | L | M | | | | | | | |
| Transmission during sample processing and analysis | Staff | <ul style="list-style-type: none"> All employees who are part of this testing programme will be trained and informed to carry out each step safely. | H | L | M | | | | | | | |

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| | | <p>3 identical barcodes are provided to subject at check in</p> <ul style="list-style-type: none"> • Staff/students register their details to a unique ID barcode before conducting the test • Barcodes are attached by Processors to the testing kit. <p>▪ Pupil to leave the testing site and return to classes.</p> | | | | | | | | | | |
| <p>Contamination from exposure to Extraction solution which comes with the lab test kit contains the following components:</p> <p>NA₂HPO₄ (disodium hydrogen phosphate),</p> <p>NaH₂PO₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)</p> | COSHH | <ul style="list-style-type: none"> ▪ Check manufacturers safety data sheets/complete COSHH assessment. ▪ PPE to be worn as per the NHS guidance. ▪ Environmental: do not let product enter drains ▪ Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the school's waste disposal procedures ▪ 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. | H | L | M | | Monitoring by Team Leader to assess if controls are effective. | | | | | |
| | | | | | | | Check of COSHH sheets from manufacture | | | | | |

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| | | <ul style="list-style-type: none"> Follow procedures on the SDS form provided by the manufacturer to mitigate against inhalation, skin contact or ingestion of these chemicals. | | | | | | | | | | |
| Transmission through shared equipment | Staff Fomite transmission route | <ul style="list-style-type: none"> Equipment should not be shared where possible Equipment that is shared should be sanitised before and after use Hand hygiene should be maintained and carried out before and after use | H | L | M | Monitoring by Team Leader to assess if controls are effective. | | | | | | |
| Incorrect use of Personal Protective Equipment (PPE) PPE not suitable for the task No/Incorrect PPE provided | The staff member or pupil may spread COVID-19 via airborne droplets or fomite transmission. This may happen if the infection control processes discussed in their training are not followed during | <ul style="list-style-type: none"> Training for the Donning, Doffing and safe disposal of PPE has been delivered to staff performing testing. Only PPE provided for the campus is used for testing. <p>All PPE procured is compliant with the relevant BS/EN standards (European technical standards as adopted in the UK) see 'Arrival and exiting of Pupils / Contact with Asymptomatic Pupils' above and tech spec below for details</p> | H | L | M | Monitoring by Team Leader to assess if controls are effective. | | | | | | |

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| <p>to being in the same room when the testing is conducted.</p> <p>Contaminated air particles lingering after the testing is performed. Lack of ventilation.</p> <p>Multi use room that may be occupied by other persons after the procedure has taken place. Airborne and fomite transmission between other staff members and pupils entering the room.</p> | <p>carrier of COVID-19.</p> <p>The testing procedure in some instances could cause the pupil or staff member to cough or sneeze. Therefore expelling droplets from the nose or mouth.</p> | <p>closed, and a window can be opened for ventilation. The window will be left open during the whole of the school day to allow for ventilation.</p> <ul style="list-style-type: none"> Fans are not used in the testing room. | | | | | | | | | | |
| <p>Pupil and staff wellbeing / increased anxiety / increasing</p> | <p>Staff and pupils may have been subject to more</p> | <ul style="list-style-type: none"> Testing procedures have been communicated in detail to all teachers, staff, parents, governors, | H | L | M | <ul style="list-style-type: none"> Monitor pupil and staff wellbeing | | | | | | |

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| <p>existing mental health issues and or creating new mental health issues</p> | <p>stressful working conditions and significantly challenging work and home lives since March 2020. This will have put pressure on mental health. Enforcing a test on a pupil/staff member or not communicating test procedures in detail to all concerned parties could further add to mental health issues.</p> | <p>pupils before any testing takes place.</p> <ul style="list-style-type: none"> • Pupils/staff are given the opportunity to ask questions before the test is undertaken. • Staff who will be conducting the test will be asked to do so on a voluntary basis and training will be provided. • Consent will be sought in writing from parents before any testing takes place. • Where consent is not given a test will not take place. • If consent is not given, the pupil or parent/guardian will not be discriminated against. • If a staff member decides not to have the test they will not be discriminated against. | | | | <p>Test Assistants on hand to answer any questions.</p> | | | | | | | | | |
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| <p>Improper handling / storage / disposal of waste</p> | <p>Staff member Pupils Refuse collectors The above persons may contract COVID-19 through fomite transmission if there are instances of improper handling / storage / disposal of waste.</p> | <ul style="list-style-type: none"> Waste is stored in waste bags as assigned by the DfE Accumulations of bags stored in sealed secure containers clearly labelled in a locked room until it is collected. Suitable PPE will be worn for the operation being conducted as described below: All PPE described below for bagging up. Gloves and apron for moving and handling sealed bags. Gloves: BS EN 455 and BS EN 556-1:2001 Fluid Resistant Apron Type IIR fluid resistant mask: BS EN 14683 (for bagging up) Face guard : (for bagging up) | <p>H</p> | <p>L</p> | <p>M</p> | <p>Monitoring by Team Leader to assess if controls are effective.</p> | | | | | | | | | |
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add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

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| | <p>High</p> <p>Death, long term serious ill health.</p> | <p>Medium</p> | <p>High</p> | <p>High</p> |
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| Potential Severity of Harm | Medium Illness/Infection requiring further medical assistance. | Low | Medium | High |
| | Low Minor Illness/infection requiring self-isolation only | Low | Low | Medium |
| | | Low The event is unlikely to happen. | Medium It is fairly likely to happen. | High It is likely to happen. |
| Likelihood of Harm Occurring | | | | |

| Risk Rating Definitions | |
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| Low | This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur. |
| Medium | It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to. |
| High | This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional medical advice from a medical professional . Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur. |

Even better If 29 January 2021

Please remember to wash their hands **before** and **after** each session

- Any PPE worn in the 'testing centre' is discarded **before** leaving the room and fresh mask worn
- Registration Assistants to identify during the session any staff who have not turned up to their appointment and radio Deb or talk to Helen/Hannah.
- Registration Assistants to check a student's first and surname before processing
- Processors to only prep test tube & liquid once a student has sat down and only unwrap LFD devices when about to use.
- Test operatives and processors to report any test consoles, swab, tubes which have to be discarded due to error, damage, dropping on the floor etc.
- Results recorders to double check the spreadsheet for any missing entries to ensure all tests have been registered at the end of every session.
- Deb has restructured the Covid Testing Register Staff page which will hopefully make it easier to navigate

We thought it would be useful if everyone could rewatch the relevant training videos, to keep good practice fresh in our minds.

Even Better Ifs 18 January 2021

Registration Assistant

It would be better if the columns on the COVID test log had solid edges to make it easier to get the information in the correct columns. **DONE**

Write the student's name on the barcode card. **DONE**

Processor

The Processors should place the test tube rack on the subject's desk to provide a stable surface and prevent the swab from touching the side of the test tube. **DONE**

It would be better if the Processors write the subject's year group on the post it on the console tray to assist the Results Recorder to find the subject's record. **DONE**

Be careful not to touch the side of the test tube with the swab. Remember to give the swab a gentle squeeze as you remove it from the tube to ensure all the sample is removed.

Be careful not to open the test console too early and remember to move it as little as possible.

Team

Any PPE worn in the testing site must be removed on leaving the site. PPE, previously worn outside the site, must not be worn in the site.

Remember to wash your hands on leaving the testing site.

Please remember to keep an eye on the Testing Appointment Schedule and arrive at least 15 minutes before the first appointment.