

RISK ASSESSMENT – Mass Testing for COVID-19 in Schools

School: ALTRINCHAM COLLEGE	Assessment date: 12/01/21
Activity covered by this assessment: Mass Testing for Covid-19	Date reviewed and updated: 01/03/21
Persons involved in the assessment: Staff, Students, Volunteers	Manager's signature: <i>K. Earle</i>

From 8th March, staff at school may be routinely tested for Covid-19 on a twice-weekly basis. They will be provided with home testing kits as soon as possible which will replace testing in school. Students returning to school will be offered three tests with 3-5 days in between tests. Tests will be carried out under supervision and they will allow students to practise the self-swabbing method before home testing kits are sent home. SEND students who may struggle to self-swab in school for any reason, will be allowed to take home testing kits immediately.

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
Testing area: Old gym Inadequate/ insufficient space and layout	Staff, students, volunteers Spread of the virus	Testing will be carried out in the old gym - this will be a dedicated room 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 area as a testing area		

		<p>There will also be strict social distancing measures to allow entry and exit through one door.</p> <p>The room will be large enough to allow the key layout requirements referred to in the Schools and Colleges Handbook and has to be big enough to contain a registration desk, swabbing bay (which has to have its own processing desk) and a recording desk.</p> <p>Each area will be clearly demarcated.</p> <p>People being tested are not allowed to enter the processing area.</p> <p>Each 'swabbing' and 'processing' desk will have waste receptacles to dispose of PPE, swabs and cartridges/devices.</p> <p>Strict social distancing between the various areas in the testing room will be maintained.</p>		
Storage of the tests	Staff, students, volunteers	The tests will be stored at the correct temperature prior to being used		

<p>Entrance into old gym</p> <p>Poor organisation, entry into old gym</p>	<p>Staff, students, volunteers</p> <p>Spread of the virus</p>	<p>Testing will be organised into year groups and form groups; students will be sent for during the day to ensure the numbers are kept low and bubbles do not mix in the testing area</p> <p>Year groups will be kept separate</p> <p>All students and staff to wear masks on entering the testing area</p> <p>Students and staff to sanitise hands before entering old gym</p> <p>Specific staff for each role as outlined in the testing handbook</p> <p>Clear signage in place</p> <p>Hand sanitiser station at the entrance to the old gym and on the registration desk</p> <p>One-way system to control movement</p> <p>Staff and students will be asked a set of questions prior to registration to ensure they are not experiencing any COVID related symptoms – anyone displaying or declaring symptoms, will be isolated and current government guidance followed as per our COVID Risk Assessment</p> <p>Registration desk located near to entrance point</p> <p>Once registered students will wait whilst maintaining social distancing before the test is undertaken</p>		
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<p>Staff / workforce</p> <p>Insufficient distancing, contact with students</p>	<p>Staff, students, others including volunteers</p> <p>Spread of the virus</p>	<p>Staff will be identified to undertake the testing roles and responsibilities as per the Schools and Colleges Handbook</p> <p>The team leader (Quality Lead) overseeing the day-to-day workforce management, will be DBS checked in line with the school's safeguarding policy.</p> <p>All staff assisting with testing will be given 1 specific role (as per handbook)</p> <p>All staff will receive training before undertaking a role in the testing process</p> <p>All staff provided with appropriate PPE (mask, visor, gloves, apron – see PPE section below)</p> <p>Staff to be socially distanced</p> <p>Staff will have regular breaks</p> <p>Clinically extremely vulnerable (CEV) staff should not currently be in school and therefore will not be involved in the mass testing arrangements; clinically vulnerable (CV) staff will also be excluded from taking on a role in 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> <p>All staff involved in the testing process must undertake training as described in the Schools and Colleges Handbook and records of successful assessment completion kept.</p>		
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<p>PPE – insufficient / not available</p>	<p>Staff, students, volunteers</p> <p>Spread of the virus</p>	<p>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. The ‘Test Assistant’ will change their gloves if there is a need to intervene in the swabbing process. All students 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 old gym will sanitise their hands on entry into the room – sanitiser stations will be located around the room and adjacent to the swabbing desks along with appropriate signage. Test Processors will sanitise their hands following each test subject. Handwashing facilities are also available throughout school but hand sanitiser will be used in and around the testing areas. Identified clinical/hygiene 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</p> <p>Insufficient or not cleaned after use</p>	<p>Staff, students, volunteers</p> <p>Spread of the virus</p>	<p>Test assistants available to supervise students Instructions / guidance is laminated so can be easily cleaned Swabbing bays are 2 metres apart Swabbing bays and items within it, such as mirrors, are cleaned thoroughly after each use</p>		
<p>Undertaking the test</p>	<p>Staff, students, volunteers</p> <p>Spread of the virus</p>	<p>Tests will be undertaken by the pupil themselves (self-swabbing process); however further supervision will be provided for those who may be more vulnerable 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. Each testing desk will have a laminated copy of the poster which shows step by step instructions on how to</p>		

		<p>complete the test. A test assistant will be on hand to offer guidance and supervise the testing Mirrors have been purchased to help the students conduct the test correctly. The testing area will be cleaned after each use</p>		
<p>Disposal of waste: failure to dispose of health waste correctly may increase the risk of spread of the virus</p>	<p>Staff, students, volunteers</p> <p>Spread of the virus</p>	<p>Pre-test packaging, general waste, swabs and cartridges will be disposed of as general waste using the existing municipal waste route Every Swabbing and Processing station will have an identified waste disposal bin. There will be a waste bin at the exit of the testing station to allow for disposal of masks when leaving</p>		
<p>Insufficient cleaning</p>	<p>Staff, students, volunteers</p> <p>Spread of the virus</p>	<p>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, cleaners 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 three times 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>		

Exit of old gym	Staff, students, volunteers	Students to return to their zone classroom after test has been completed		
Positive test result	Staff, students, volunteers Spread of the virus	Any person showing a positive result with the Lateral Flow Test will be required to undertake a confirmatory PCR test. Students will be isolated in a suitable room/area, with supervision if required, until they are collected by a parent or carer. The supervising staff member will wear PPE as described in the schools Covid-19 Risk Assessment. Relevant staff will be sent home immediately. The school's Covid Risk Assessment control measures will be followed for persons showing Covid-19 symptoms.		
Employers and Public Liability Insurance		Employers' and Public Liability Insurance Policies are in place that indemnify you in respect of your legal liability arising from the asymptomatic testing for schools programme. 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.		