

COVID-19: RISK ASSESSMENT FOR ASYMPTOMATIC TESTING PROGRAMME

Introduction

This risk assessment applies to all schools within Anglian Learning for the Asymptomatic Testing Programme that was announced by the Department for Education (DfE) for commencement in January 2021. It has been reviewed and updated specifically for Sawston Village College.

The College-based programme will utilise the Lateral Flow Device (LFDs) rapid test. Based upon clinical evidence these tests, when used effectively can help identify people who have high levels of virus but who do not have symptoms and would not otherwise be coming forward for a test. It is therefore hoped that the chain of possible infection can be reduced through this College-based programme.

This testing programme is only intended for potential asymptomatic pupils and staff. Symptomatic pupils and staff will be required to undertake standard offsite testing options.

The testing programme contains the following elements:

- i) **Asymptomatic Mass Testing - Return to onsite learning:** During the first week of term (week commencing 4th January) secondary Colleges are asked to set up testing sites and prepare to test as many pupils and staff as possible. The intention is that testing will begin as soon as possible but by the second week of term at the latest, with pupils who are children of critical workers and those defined as vulnerable. Colleges that have made the required preparations, as identified within the DfE/NHS guidance documentation and this risk assessment, may commence testing from the week commencing 4th January. Individuals will undergo two tests spaced 3 to 5 days apart. The aim is to identify asymptomatic pupils and staff to reduce the level of potential infection within Colleges at the point at which there is a return to onsite learning at the start of the Spring term in line with the dates advised by the DfE.
- ii) **Asymptomatic Weekly Routine Testing - Staff:** After the initial mass testing, all secondary College staff will be able to have routine testing once a week if and when working on site. The aim is to identify asymptomatic staff to reduce the level of potential infection within Colleges and support teaching.
- iii) **Asymptomatic Close Contact Serial Testing - Pupils and Staff:** After the initial mass testing all secondary pupils and staff will be able to have 'serial testing' if they are a close contact of a positive case. This will allow them to stay in education by taking a daily test first thing in the morning for seven College days and only be required to self-isolate if they test positive.

An individual will only be told if they test positive on a 'lateral flow' test and will be advised that if they do not hear anything further to assume it was negative. A small number of individuals may need to repeat the test if the first test was invalid or void for some reason.

Any pupil or member of staff who tests positive on the lateral flow test will need to leave College, self-isolate and take a further Polymerase Chain Reaction (PCR) test on the same day (or as soon as possible). A follow-up test may be booked via www.gov.uk/get-coronavirus-test or by calling 119. Individuals will

COVID-19: RISK ASSESSMENT FOR ASYMPTOMATIC TESTING PROGRAMMENE

be advised that if ordering a PCR test themselves, to visit a drive-through test site if possible, as it is faster than requesting a home test. During the time while they wait for the PCR result, they will need to self-isolate. If the PCR test is positive, they will need to self-isolate for ten days from the point of the positive PCR test. If the PCR test is negative, they may return to onsite learning within College. Whilst waiting for the results.

The risks and required control measures have been identified at Trust Level using DfE and NHS guidance. The Trust has considered both civil and criminal liability and our testing system has also been advised to our Public Liability Insurers. Colleges are required to:

- i) Identify any additional College-specific controls that may be required for operation; and
- ii) Confirm all identified required control measures are in place

Staff who don't wish to be tested must be allowed to attend College as normal unless they are identified as a close contact in which case the 10-day isolation requirement applies.

COVID-19: RISK ASSESSMENT FOR ASYMPTOMATIC TESTING PROGRAMME

EDUCATIONAL SITE	Sawston Village College
ACTIVITY / TASK	COVID-19 Risk Management – Physical Management of Testing Area
COMPLETED BY & DATE	J Russell, Principal, 10th January 2021
REVIEW DATES	11th January 2021

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Testing Centre set-up	Staff and pupils Unable to test	<ol style="list-style-type: none"> 1. Principal and Deputy Principal (SGE) identified to lead and oversee the testing programme 2. First starter packs of up to 1,000 test kits, along with PPE and PCR tests arrived on 4th January and checked. 3. Staff to use correct lifting techniques. 4. Quality management system implemented with designated Quality Lead (JRU) who has accountability for quality and risk management of testing programme 5. Check equipment lists required against DFE list as provided in the Schools & Colleges handbook 				

COVID-19: RISK ASSESSMENT FOR ASYMPTOMATIC TESTING PROGRAMMENE

		<p>6. The Trust will provide for each College:</p> <ul style="list-style-type: none"> ● Additional PPE to supplement the 'Get Started' kits ● Screens to go between each desk in the testing area ● Cleaning packs and instructions for each College to follow. (VHS have also been updated.) 				
Poor/inadequate testing location	<p>Staff & pupils</p> <p>Slip/trip/falls</p> <p>No social distancing allowing for transmission of the virus</p>	<ol style="list-style-type: none"> 1. The College has identified the Henry Morris Hall as the Testing Centre that meets the minimum space requirements; Non porous floor covering 2. One-way systems implemented to avoid face-to-face passing with distinct entrance and exit of testing location. Clear floor marking to show direction. 3. Clear signage displayed in and outside the Testing Centre 4. Two metre social distancing to be maintained between personnel with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. 5. Location regularly temperature checked and recorded to maintain temperature between 15-30degreesC. 6. Area is ventilated. Windows in the HMH to be opened slightly to create 				

COVID-19: RISK ASSESSMENT FOR ASYMPTOMATIC TESTING PROGRAMMEME

		background ventilation but to retain required temperatures.				
Overcrowding of testing location	Staff / pupils Possible transmission of the virus from person to person Slip/trip/fall	<ol style="list-style-type: none"> 1. No more than 12 pupils in the Testing Centre at any one time. Where fewer than five bays in place, no more than 6 pupils in the Testing Centre. Maximum capacity for all adults and pupils = 32. (18 Testing Team + up to 2 supevising/QA others + 12 being tested) 2. Staff to manage pupils (and adults) entering testing location 3. Queuing system to be implemented until called in to Testing Centre. Hall outside HMH to be used for this purpose with clear floor markings. 4. Testing site layout as per NHS handbook. Six to seven bays to be established (where demand increases, up to 10 bays possible) 5. Clear division between swabbing and processing area. 6. Personal belongings not to be brought into Testing Centre 				
Extraction solution which comes with the lab test kit contains the following components:	Listed components do not have any hazard labels associated with them, and the manufacturer states that there are no	<ol style="list-style-type: none"> 1. PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Visors that are tested and approved under appropriate government standards to be worn at all times when handling the extraction 				

COVID-19: RISK ASSESSMENT FOR ASYMPTOMATIC TESTING PROGRAMMENE

<p>NA₂HPO₄ (disodium hydrogen phosphate), NaH₂PO₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>hazards anticipated under conditions of use as described in other product literature. Exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.</p>	<p>solution. Impervious clothing to be worn to protect the body from splashes or spillages.</p> <ol style="list-style-type: none"> 2. Environmental: do not let product enter drains 3. Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures 4. Do not use if the solution has expired 5. 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. 6. No sharing of equipment 7. Follow all procedures outlined in NHS Training materials. 				
<p>Damaged barcode, lost LFD, failed scan of barcode</p>	<p>Staff / pupils Orphaned record on registration portal & No result communicated to individual</p>	<ol style="list-style-type: none"> 1. Rule based recall of subjects who have not received a result within 1 hour of registration 2. Subjects are called for a retest 				
<p>Incorrect result communication</p>	<p>Staff / pupils</p>	<ol style="list-style-type: none"> 1. Two identical barcodes are provided to 				

COVID-19: RISK ASSESSMENT FOR ASYMPTOMATIC TESTING PROGRAMMENE

	Wrong samples or miscoding of results	<p>subject at check in</p> <ol style="list-style-type: none"> 2. The subject registers their details to a unique ID barcode before conducting the test 3. Barcodes are attached by trained staff at the sample collection bay 4. Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 				
Staffing of Testing Team	<p>Staff & Pupils</p> <p>Unable to be tested leading to undiagnosed asymptomatic pupils attending College untested and spreading the virus</p>	<ol style="list-style-type: none"> 1. Number of staff required as per guidance. e.g. secondary with 1000 pupils and staff will need 13. Refer to NHS handbook Workforce Planning Tool 2. College to identify how many people will be required to work on mass testing at the identified location to fulfil each required role. 3. Staffing levels are sufficient to allow breaks for staff to reduce risk of errors due to fatigue. 4. JRU/SGE to lead and oversee testing programme, directing staff accordingly. 5. Duncan Cooper leads Testing programme for the Trust. 6. Screening/risk profiling of staff and volunteers on the testing team is undertaken to ensure suitability for the role (e.g., age, underlying health conditions, vulnerable family members 				

COVID-19: RISK ASSESSMENT FOR ASYMPTOMATIC TESTING PROGRAMMEME

<p>No safe receipt and storage of LFT kits</p>	<p>Staff and Pupils No testing can take place allowing asymptomatic individuals to spread the virus without knowing</p>	<ol style="list-style-type: none"> 1. Test packs securely kept in Medical Room 2. KEL/SGE/SRI/JRU have access to the stock and stock control 3. Test packs kept separate from other medical supplies. 4. Storage room kept at temperature of 2-15 Celsius 5. Effective stock control maintained by ordering via DfE 6. Stock checked against <u>deliveries and allocations spreadsheet</u> 7. Report any shortages to http://form.education.gov.uk/services/rapid-testing-contact 				
<p>Inadequate sanitisation / cleaning</p>	<p>Staff & Pupils The virus can survive for up to 72 hours or more out of the body on surfaces which people have coughed on, etc. People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes</p>	<ol style="list-style-type: none"> 1. Contracted deep clean as per NHS guidance at close of testing. By VHS, professional cleaners (All cleaning staff / contractors to follow PHE cleaning guidance) 2. Testing Team to have completed training materials that explain cleaning roles and requirements. 3. Between test cleaning to use correct chemicals 4. Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance and NHS training. 5. Hand sanitiser provided at entrance and exit. Use enforced by reception staff. 	<p>Confirm with VHS re arrangements</p>	<p>SGU/PDU</p>	<p>13/1/21</p>	

COVID-19: RISK ASSESSMENT FOR ASYMPTOMATIC TESTING PROGRAMMEME

		6. All required cleaning materials are accessible to authorised users, which have been secured (cupboard next to staff kitchen) to ensure sufficient supply				
Lack of social distancing - Contact between LFT workforce and staff/pupils	LFT workforce / staff / pupils Transmission of the virus leading to ill health / severe illness / death	<ol style="list-style-type: none"> 1. All personnel 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) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. 2. Face coverings/masks must be worn at all times by all staff and pupils 3. Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building 4. Two metre social distancing to be maintained between personnel with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. Staff to remain at two metre distance from each other. Class bubbles may queue less than two metres where necessary but should maintain maximum distance as far as possible. 				

COVID-19: RISK ASSESSMENT FOR ASYMPTOMATIC TESTING PROGRAMMEME

		<ol style="list-style-type: none"> 5. One-way systems implemented to keep movement of people flowing in one direction and prevent cross paths. Clear marking on HMH floor where access to bays require distanced two-way flow management. 6. Existing Year Group Bubbles will have distinct testing times. Staff social distancing and conduct will not impact upon bubble contamination. 				
Restricted access/egress of College building	Testing workforce/ staff/ pupils Unable to safely and quickly exit the testing area safely	<ol style="list-style-type: none"> 1. One way traffic through external doors to avoid face to face passing to be clearly marked 2. Doors to be propped open to reduce the need for touch (fire protection measures must be adhered to) 3. Clear directional signage 4. Timings for testing will reduce congestion. 5. When testing is offered to those not on site, relevant guidance to parents on drop off and pick up arrangements. 6. Priority must be given to disabled users and those identified as having health related issues. 				
Inadequate disposal of waste	Staff / pupils / members of the public	<ol style="list-style-type: none"> 1. Relocated waste bins to key strategic positions both in College buildings and in external areas that are in use in order that waste materials can be managed safely 				

COVID-19: RISK ASSESSMENT FOR ASYMPTOMATIC TESTING PROGRAMMEME

		<ol style="list-style-type: none"> 2. Bins to be emptied daily as per the instructions in the training materials and NHS resources. 3. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 4. Hazardous Waste Collection to be arranged as NHS Guidance - Separate storage of clinical waste prior to collection 5. All waste generated within the testing location will be disposed of in line with NHS guidance, including the use of yellow and Tiger bags (provided within the testing kit) for the identification of healthcare waste 				
Poor hygiene	Staff & pupils Lack of hygiene/sanitising facilities within the testing area	<ol style="list-style-type: none"> 1. Appropriate controls are in place to ensure the suitable sanitisation of pupils' hands 2. Sanitiser is provided at entry and exit points 3. Sanitiser is provided at each station 				
Lack of Personal Protective Equipment	Testing workforce Risk of infection	<ol style="list-style-type: none"> 4. PPE provided by DFE must be worn by those who have watched the training materials. 5. Disposable plastic apron, Latex free disposable gloves, Fluid-resistant (Type 11R) surgical mask, visors to be worn. 				

COVID-19: RISK ASSESSMENT FOR ASYMPTOMATIC TESTING PROGRAMMEME

		<ol style="list-style-type: none"> 6. PPE must only be removed outside of the Testing Centre. 7. College Site Team to check in-house provision check of stock and order in bulk in advance, allowing for delays. 8. Staff to advise Team Leader when products start to run low 				
Poor behaviour	<p>Testing workforce</p> <p>Risk of spread of virus</p>	<ol style="list-style-type: none"> 1. Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. College behaviour policy to be followed. 2. College will carry out inductions to inform staff and pupils of the changes. 3. Encourage staff to cooperate with government plans for contact tracing. 				
Staff wellbeing / mental health	<p>There may be an impact of the current situation on staff due to the lack of contact with colleagues & anxiety associated with the situation.</p>	<ol style="list-style-type: none"> 1. Staff encouraged to take regular breaks 2. Hydration/ Drinks for breaks 3. Clean toilet facilities available 4. Hours regulated 				
Fire Safety	<p>Staff / pupils</p> <p>Activation of alarm may cause people to panic when in testing location</p>	<ol style="list-style-type: none"> 1. Ensure all emergency escape routes / doors are operational and kept clear. 2. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 				

COVID-19: RISK ASSESSMENT FOR ASYMPTOMATIC TESTING PROGRAMMENE

No consent or communication from parents	Pupils / Trust Pupils do not get tested	<ol style="list-style-type: none"> Prior to testing commencing, Colleges MUST send: <ul style="list-style-type: none"> A Parent Letter B Parent Consent Form C NHS Leaflet D Privacy Notice D (link within registration document) Consent must be checked prior to test being provided Staff E-Consent form to be completed. All 				
Electrical safety	Anybody using the testing location Electric shock / electrocution	<ol style="list-style-type: none"> All logging systems to be PAT tested No overloading of extensions Only tested extensions to be used Daily checked by Site Manager 				
First Aid Positive case identified from testing	Testing workforce/ staff/ pupils Risk of transmission of positive case	<ol style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and pupils has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the College suitably stocked with first aid sundries. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased 	Arrange retest for qualifications due to expire	KEL	March 2021	

COVID-19: RISK ASSESSMENT FOR ASYMPTOMATIC TESTING PROGRAMMEME

		<p>level of control applied, to include the use of PPE if required.</p> <ol style="list-style-type: none"> 3. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 4. Provide dedicated room/space (under the cloisters) to be used solely for anyone who shows signs of symptoms 5. The validity of the following qualifications of the first aider have been checked, following extension which expires March 2021 <ul style="list-style-type: none"> ● First Aid at Work ● Emergency First Aid at Work ● Paediatric First Aid ● Emergency Paediatric First Aid 6. First Aid Room must be deep cleaned with approved disinfectant after each use. In the event of a positive case, the room must be secured for 72hrs then undergo a deep clean 7. First aider to use PPE provided 				
--	--	---	--	--	--	--