

Activities Covered by this Assessment	Asymptomatic Testing in School/Academy During COVID-19 Pandemic		
Site Address / Location	The Roundhill Academy, Melton Road, Thurmaston LE58GQ	Department / Service / Team	N/A
<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"> • The Roundhill Academy COVID-19 full re-opening risk assessment <p>This risk assessment should be made site specific and communicated to all employees undertaking this activity, to ensure they understand and agree to the control measures. The Manager should sign the risk assessment to authorise it. Watermark should be removed.</p> <p>At the time of writing guidance on the setting up and use of blanket testing facilities has not been published for schools. This template makes assumptions on the requirements for running a testing centre based on general COVID advice. Schools and Academies should check for updated guidance as it is released.</p> <p>Facilities/procedures you will need to be 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 area or room for waiting for the results, 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 your site specific risk assessment. 			

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>

SAMPLE

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		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	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 meet and greet employees will maintain 2m social distancing from members of the pupils Two metre social distancing to be maintained between attendees with measured floor markings in place to ensure compliance in addition to 	H	L	M	<ul style="list-style-type: none"> All staff involved to undertake appropriate training and be fully briefed by the COVID testing coordinator. To be monitored and checked Signage to be fully in place 				SDH/ Lead Coordinator	Weekly audit checks 20/01/ 21 and ongoing	Yes
									SDH	20/01/ 21		Yes

		<p>verbal reminders to pupils before being sent to testing areas, from reception, queue management & sampling staff.</p> <ul style="list-style-type: none"> • External queue management identified by cones, social distancing signage and face covering signage • Meet and greet employees will wear the correct Personal Protective Equipment, such as; • Gloves: BS EN 455 and BS EN 556-1:2001 • Fluid Resistant Apron • Type IIR fluid resistant mask: BS EN 14683 • Face guard or goggles <p>• All pupils to use hand sanitiser provided on arrival & adherence to this enforced by reception staff.</p> <ul style="list-style-type: none"> • Meet and Greet employees will clean in line with schools enhanced cleaning rotas of the high touch points • Separate and exit points will be identified. • Employee to monitor attendee flow whilst exiting to avoid 												
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		bottle neck situations											
<p>Transmission of COVID-19 due to the infection control procedures not followed by the staff member performing testing</p>	<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 before donning gloves. ▪ Gloves are checked for contamination between tests and changed if necessary, and hands washed if change needed. ▪ Staff member performing the covid testing has completed online training materials provided and induction ▪ All equipment used including testing equipment will be sanitised to Government guidelines. 	H	L	M	<ul style="list-style-type: none"> • Monitoring • Online training completed and certification checked • Volunteer staff training to be monitored when assigned 				<p>Testing Lead</p> <p>All staff involved</p> <p>All volunteers</p>	<p>20/01/21</p> <p>Ongoing</p>	Yes	

		<ul style="list-style-type: none"> ▪ It is accepted that 2m distancing cannot be achieved during testing due to the nature of the procedure, PPE is worn to mitigate against this. Please see PPE section below. ▪ Eyewear to be decontaminated as per manufacturers guidance after use. E.g. Clinelle wipe. ▪ After a testing session has been performed the room and its contents will be cleaned and disinfected using a standard household detergent followed by disinfection using a solution containing 1000ppm available chlorine. Cleaning and disinfection will be logged each time it is completed. Cleaning and disinfecting will be monitored by the SLT at random intervals. ▪ Please also see schools COSHH risk assessments for the following cleaning and 								All trusting staff		
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		<p>disinfection products:</p> <p>Citric acid, an emulsion of ethaline alcohol and sterilizing sufactants.</p>									
<p>Transmission during Covid Sample Taking</p>	<p>Staff/Pupils</p> <p>The staff member or pupil may spread COVID-19 via airborne droplets or fomite transmission.</p>	<ul style="list-style-type: none"> • Pupil is positioned in allocated area and asked to stand on floor marking while testing items passed through • Tissues, hand sanitiser, wipes, bin and sick bucket to be available. • Pupil is asked to take test according to displayed instructions • Pupil's face covering to be removed briefly during the test and replaced after • All items given to pupil will need to be placed in clinical waste bin once the swab has been completed • <i>The other pupils will be asked to step back whilst the staff member collects sample (note pupil may be allowed to take sample themselves if stated in gov guidance and therefore this control may not be required)</i> 	H	L	M	<p>Monitoring by senior staff to assess if controls are effective.</p>				<p>Testin g Staff</p>	<p>Whene ver testing is carried out</p>

		Appropriate PPE will be worn at all times – see ‘Arrival and exiting of Pupils / Contact with Asymptomatic Pupils’ controls for details										
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 Trained swab employee is available if necessary, to instruct pupil. 	H	L	M	Monitoring by senior staff to assess if controls are effective.				Testing Assistants	Each test	
Transmission during sample processing and analysis	Staff	<ul style="list-style-type: none"> All employees part of this testing programme will be trained and informed to carry out each step safely. Pupil to leave the testing site and return to classes to await the results. 	H	L	M	Monitoring by senior staff to assess if controls are effective.				SDH	Prior to each set of tests within a session	

<p>Contamination from exposure to Extraction solution which comes with the lab test kit contains the following components: Na₂HPO₄ (disodium hydrogen phosphate), NaH₂PO₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>COSHH</p> <p><i>Check COSHH details with supplier for advice on controls to be applied</i></p>	<ul style="list-style-type: none"> ▪ Check manufacturers safety data sheets/complete COSHH assessment. ▪ PPE to be worn see 'Arrival and exiting of Pupils / Contact with Asymptomatic Pupils' controls above for details. ▪ 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. ▪ Follow procedures on the SDS form provided by manufacturer to mitigate against inhalation, skin contact or ingestion of these chemicals. 	H	L	M	<p>Monitoring by senior staff to assess if controls are effective.</p>					<p>SDH and Team Leader</p> <p>All testing staff</p>	<p>Prior to taking part in testing</p>	
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<p>Transmission through shared equipment</p>	<p>Staff Fomite transmission route</p>	<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 	<p>H</p>	<p>L</p>	<p>M</p>	<p>Monitoring by senior staff to assess if controls are effective.</p>				<p>All testing staff</p>	<p>Throughout each testing session</p>	
<p>Incorrect use of Personal Protective Equipment (PPE) PPE not suitable for the task No/Incorrect PPE provided</p>	<p>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 donning or doffing PPE. Contaminated PPE could result in fomite transmission if not disposed of</p>	<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 by the school/academy 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> <p>See below link for more detail on PPE Technical Specifications:</p>	<p>H</p>	<p>L</p>	<p>M</p>	<p>Monitoring by senior staff to assess if controls are effective.</p>				<p>All testing staff</p>	<p>Throughout each testing session</p>	

	correctly.	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/927550/Essential technical specifications PPE and medical devices-v0.3 Oct2020 accessible.pdf												
<p>Unable to designate a specific room to conduct the testing. Airborne and fomite transmission between other staff members and pupils in the room.</p> <p>Other staff/pupils in the room breathing in the droplets expelled during the testing due to being in the same room when the testing is conducted.</p>	<p>The staff member or pupil may spread COVID-19 via airborne droplets or fomite transmission.</p> <p>Airborne droplets may be breathed in by other persons in the room. A pupil could be an asymptomatic carrier of COVID-19.</p> <p>The testing procedure in some instances could</p>	<ul style="list-style-type: none"> ▪ The room has enough space for the staff member and the pupil and enough space is available to carry out the testing. ▪ Alternative: Conduct the testing in an outdoor shelter. The shelter is made from a material that would not propagate fire. Temporary battery powered LED lighting has been installed to provide lighting. ▪ All items that do not need to be in the room have been removed for ease of cleaning and disinfection. 	H	L	M	<ul style="list-style-type: none"> ▪ Testing taking place in Hall ▪ Purchase wipeable furniture coverings for: Display boards • Purchase outdoor structure that allows shelter to conduct the testing. The shelter should protect from the elements. • Monitoring by senior staff to assess if controls are effective. Surplus items removed. 				Team Leader	20/01/21			N/A structure already in place

<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>cause the pupil or staff member to cough or sneeze. Therefore expelling droplets from the nose or mouth.</p>	<ul style="list-style-type: none"> ▪ Furniture that cannot be removed, will have a wipeable covering placed on top. ▪ The room has a door which leads onto internal areas of the school premises can be closed, and a window opened for ventilation. The window will be left open during the whole of the school day to allow for ventilation. ▪ A designated room is not possible therefore in accordance with government guidance (Name of school/academy) have adopted the following controls: ▪ Other staff and pupils will remain at least 2 metres distance away during the procedure. 				<p>Display boards covered in plastics sheeting.</p> <p>Doors to hall kept open for ventilation. Room heated above 15°C</p> <p>N/A</p>				<p>Coordinator/ Team leader / Premises</p>	<p>Every occasion testing centre is used</p>
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		<ul style="list-style-type: none"> ▪ All other pupils and persons should leave the room prior to undertaking any testing. ▪ The room has a window opened for ventilation. The window will be left open during the whole of the school day to allow for ventilation. ▪ Fans are not used in the testing room. • If using a multi-purpose room to undertake testing the below controls will be applied: • The testing will be performed outside. (The dignity of the pupil MUST be maintained at all times if this control is selected. The weather conditions must also be checked to ensure that thermal comfort can be achieved, and both the member of staff and pupil stays dry) 												
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		<ul style="list-style-type: none"> The room and its contents is cleaned using a standard household detergent followed by disinfection using a solution containing 1000 ppm available chlorine before being used by another pupil or accessed without PPE. The windows are left open to allow ventilation during the Testing session. All items that are non-essential or difficult to clean have been removed from the room. Soft furniture that cannot be moved, will have a wipeable covering placed on top before the testing session takes place. 										
<p>Pupil and staff wellbeing / increased anxiety / increasing existing mental health</p>	<p>Staff and pupils may have been subject to more stressful working</p>	<ul style="list-style-type: none"> Testing procedures have been communicated in detail to all teachers, staff, parents, governors, pupils before any 	H	L	M					SDH	20/01/ 21	

<p>issues and or creating new mental health issues</p>	<p>conditions and significantly challenging work and home lives since March 2020. This will have put pressure on metal health. Enforcing a test on a pupil/staff member or not communicating test procedures in detail to all concerned parties could further add to metal health issues.</p>	<p>testing takes place.</p> <ul style="list-style-type: none"> • Pupils are given opportunity to ask questions before 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. 				<ul style="list-style-type: none"> • Meet and greet and explanation before each test as per training • Monitor pupil and staff wellbeing • Microsoft Teams form 				<p>Team leader</p> <p>TM</p> <p>SDH/ TM</p>	<p>Each testing session</p> <p>Every testing session ongoing</p> <p>31/12/20</p> <p>Every testing session</p> <p>Ongoing</p>	
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Improper handling / storage / disposal of waste	<p>Staff member</p> <p>Pupils</p> <p>Refuse collectors</p> <p>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 (double bagged and clearly labelled as suspect clinical waste). 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 	H	L	M	Monitoring by senior staff to assess if controls are effective.					SDH and premises staff	20/01/21 onwards							

		556-1:2001 <ul style="list-style-type: none"> • Fluid Resistant Apron • Type IIR fluid resistant mask: BS EN 14683 (for bagging up) • Face guard or goggles: (for bagging up) • Waste will be stored for at least 72 hours after which it will be disposed of as general waste. 																	
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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.

Risk Assessor (s) Name(s):	Stuart Hindes	Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		Initial
Date Conducted:	20/01/2	Date of Next Review:	03/02/21	SDH
		Date of Review:		
		Date of Review:		
		Date of Review:		

Date of Review:

Potential Severity of Harm	High Death, long term serious ill health.	Medium	High	High
	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	
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.

SAMPLE