

Risk Assessment –Asymptomatic mass lateral flow testing of students and staff

A programme of coronavirus (COVID-19) asymptomatic rapid-result Testing will be provided in secondary schools and colleges. This is to safeguard the teaching workforce's health and keep as many staff and students in secondaries, colleges, special schools and alternative provision as possible. The tests will be carried out by using a Lateral Flow Device (LFD): Innova SARS-CoV2 Antigen Rapid Qualitative Test; these tests produce a result in 30 minutes and do not require a laboratory to process.

Conducting Testing

- All staff to conduct twice weekly Home-Testing, students to be tested on return to school- this will help identify those who are carrying the virus without displaying symptoms, reducing the risk of transmission.
- Students to conduct three tests upon return to school after which students will conduct twice weekly home testing- this ensures that they do not need to isolate and are able to continue to benefit from high quality, face to face education.
- Those students that cannot conduct home testing will have access to an on-site test facility.
- For every group, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate in reducing the risk of transmission within school.

All students aged 11-18 and 19+ funded via the 16-19 methodology and staff are in the scope.

Anyone who shows symptoms of coronavirus (COVID-19) **must not attend** the test site or home test they must instead stay home and get a coronavirus (PCR COVID-19) test at a testing site or home.

Anyone who tests positive at the lateral flow test will need to isolate and order a confirmatory PCR test.

If your test results are negative you are able to go back to work however you must still maintain social distancing, wear a face mask and wash hands regularly.

In the below instance the Quality lead and Testing Coordinator is Henna Ahamed (hahamed@laretraite.co.uk)

Academy / School	La Retraite RC Girls' School	Assessment No.	Version 5
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Site		La Retraite	
Location		1-4 Atkins road, SW12 0AB, LONDON	
Subject of Assessment	Keep the school as safe as possible, a programme for testing asymptomatic staff and students for coronavirus (COVID-19) is being rolled out.		
Assessed by	Henna Ahamed reviewed by Dominic Malins	Date	05/01/2021
		Review date	03/03/2021
Spaces being used	Chapel and surrounding corridors		
Details of workplace/activity	General activities of the asymptomatic coronavirus (COVID-19) testing at LaRetraite school of students and staff. The tests are carried out by using the Lateral Flow Device (LFD). Students and staff move across the school to be tested.		Persons Affected <i>(Who may be harmed)</i>
			Students, Employees, Contractors and Visitors.

Risk Level:
Very High, High, Medium, Low



Hazard and Associated Risk		Control Measures	Risk Level	Assessed by whom	Additional action
1.	<p>Contact between subjects increasing the risk of transmission of COVID19</p> <p>Transmission of the virus leading to ill health</p>	<ul style="list-style-type: none"> • Asymptomatic: All subjects 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. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival at registration desk. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. • A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • The Testing Team will wear the PPE as per the training received. <p>The school has informed parents, students, carers, staff and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); Access to the testing area is restricted; only staff and students that have been scheduled for a test will have access. Parents receive information about when their children should return to the school and also guidance and protocols set for when they have to attend the site, i.e., should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school/academy;</p>	High	<p>Test site staff (Managed by quality lead)</p> <p>Premises staff (Posters/ one way system/ social distance marking)</p> <p>Cleaning staff</p> <p>Admin Staff/Registration Lead</p>	

		<p>Parents of SEN students or those with Individual Health Care Plans (IHPs) are individually consulted in order that plans are reviewed to assess how the Testing will be performed; All staff are briefed and consulted on Health and Safety procedures and the plans for Testing and for the return of students; All staff have had sufficient training and briefing regarding infection control and school protocols; People deemed vulnerable take particular care to minimise contact with others and are advised to follow Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19;</p> <p>When necessary, risk assessments are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made; The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate; risk assessments for new and expectant mothers are completed.</p>		Head Teacher and HR manager	
2	Spread/contraction of COVID-19 due to lack of hand-washing	<ul style="list-style-type: none"> • Hand-washing facilities/stations are available in the school, on each floor and within each toilet provision; • All those entering the school are required to wash/sanitise their hands; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Students and staff have been shown how to wash hands properly; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ▪ Entry and exit from the school; ▪ After using the toilet; ▪ On entry to the Testing area; • Unnecessary touching of the face is discouraged. • Staff will remind students to use tissues and bin them once used. If tissues are not readily available when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it'; • Toilets and wash stations have a single-use paper towels for drying hands. • Testing staff provides verbal instructions when necessary. 	Low	Premises staff/Quality Lead/cleaning staff	
3	Contact between subjects and staff increasing the risk of	<ul style="list-style-type: none"> • Asymptomatic: All subjects 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 	High	Test site staff	

	<p>transmission of COVID19: Welcome & registration</p> <p>Transmission of the virus leading to ill health</p>	<p>world affected by the virus or have been in close contact with someone who is displaying symptoms.</p> <ul style="list-style-type: none"> • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. Students are instructed in the correct way to put on, remove, store and dispose of face masks/coverings (when these are required to be worn); Those who are exempt from wearing face coverings are supported by the school. Students (year 7 and above) are staff are required to wear face coverings when moving through communal areas when and if the school is under local area government local intervention measures; • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff, this is checked in arrival at registration. • Compliance with wearing of face covering/mask by staff at registration desk. • Social distancing: Two metre social distancing to be maintained between subjects and staff with measured floor markings in place to ensure compliance in addition to verbal reminders. • Screen protector: To maintain a barrier between registration staff and subjects. • Cleaning: Regular cleaning of registration desk including wipe down of all potential touchpoints in accordance with PHE guidance. • Ventilation; The Testing area is ventilated. <p>For some students, it may be necessary to actively support them carrying out the swabbing. In this case, the tester will:</p> <ul style="list-style-type: none"> • Wear full PPE • Complete the test • Remove and dispose of the PPE according to guidelines • Sanitise their hands • Put on fresh PPE 		(Managed by quality lead/ registration lead)	
4	<p>Testing Staff are adequately trained, Spread/contraction of COVID-19 due to inadequate training</p>	<ul style="list-style-type: none"> • Training is completed by members of the Testing Team before taking up a role. • Each role has completed the modules relevant to their role as per the COVID 19 National Testing Programme: Training Guide Rapid Testing for Schools and Colleges; • Testing staff have downloaded the certificates of modules completed and have provided copies to the Team Leader (Quality Lead) and COVID-19 Coordinator; these can be found in the mass testing folder. • The Team Leader addresses any questions staff may have after completing their training modules. 	Low	Quality Lead	

5	<p>Contact between subject and sampler increasing the transmission of COVID19: Sample taking</p> <p>Transmission of the virus leading to ill health</p>	<ul style="list-style-type: none"> • Testing staff wear PPE in line with government guidance • Face coverings/masks will be used at all times – except for the short period when the Swabbing is completed. • The NHS Test and Trace poster "How to do your COVID test" leaflet is displayed in key areas for people that are completing the test. • Staff can provide assistance – verbal instructions at a 2-metre distance For some students, it may be necessary to actively support them carrying out the swabbing. In this case, the tester will: <ul style="list-style-type: none"> ▪ Wear full PPE ▪ Complete the test ▪ Remove and dispose of the PPE according to guidelines ▪ Sanitise their hands ▪ Put on fresh PPE • The Testing area is ventilated. • People being tested will only handle their barcode. • Students will only have access to the Registration area and the Swabbing area • Social distancing is maintained at all times. • Face masks/coverings will only be removed by the person taking the test, and only for the time required to take the sample. • People doing a self-swabbing are responsible for cleaning bays and all surfaces that they have into contact with (e.g., table, chair, mirror) by using disinfectant wipes / disposable cloth & spray provided. • Testing staff PPE is replaced between test sessions, e.g., at the end of the morning session before lunch, except for specific roles. Staff follow the instructions given in the training modules. • Staff doing sample processing roles change gloves after each sample and follow PPE guidelines. 	Medium	Testers and processors (Managed by quality lead)	
6	<p>Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport</p> <p>Transmission of the virus leading to ill health</p>	<ul style="list-style-type: none"> • Compliance by testers with wearing full PPE testers must wear full PPE when on test site. If PPE is damaged, staff can request a replacement – additional PPE is available; • Processing desks located in close proximity to sample collection desk tester must only go to and from the processing desk when transporting sample. • Area between test desk and processing desk must be kept clear this area must be kept clear of any obstacles, other members of test site staff must not enter this area. • Two-metre social distancing is maintained between people in the testing area with measured floor markings to ensure compliance. When necessary, verbal reminders are given by the Testing Team or any member of staff. • A one-way flow of people through the Testing area will be maintained at all times. Compliance with this is monitored by the Testing Team. 	Low	Testers and processors (Managed by quality lead)	

		<ul style="list-style-type: none"> • The Testing area has been assessed to identify the maximum number of people allowed, this information has been communicated to all staff, and the Testing Team ensures this number is never exceeded; • Furniture has been placed to facilitate social distancing, when necessary, perplex panels are used to further reduce the risk; • Trays are used to prevent contact with testing kits; • Only trained Testing staff (Test Assistants and Processors) will transport the samples. 			
7	<p>Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u></p> <p>Transmission of the virus leading to ill health</p>	<p>Processing desk located away from sample collection desk and registration desk tester must only process and analysis sample using LFT at this desk away from other test staff and subjects.</p> <ul style="list-style-type: none"> • Correct means of disinfecting surfaces disinfectant and wipes found on processing desk against enveloped RNA viruses. Irrespective of the containment level, work surfaces and equipment must be decontaminated after samples have been processed. Particular attention must be paid to all surfaces that may have come into contact with specimens or specimen containers. • Correct means of health waste disposal. • Processors wear apron goggles/visor and mask for each test group and change gloves between each test; • Care is taken to avoid spillages and splashes; • Processors clean between each test being processed using disinfectant wipes / disposable cloth & spray provided; • Each swabbing desk has a processing desk close by no more than 1 metre away. Recording desk is located close by; • There is a clear division between Swabbing and processing area. Individuals being tested cannot enter the processing area; • There is a one-way system for individuals to follow: <ol style="list-style-type: none"> 1. Registration desk 2. Swabbing desks 3. Sample processing area 4. Recording area <p>Individuals doing the test can only access the registration desk and the swabbing desks. The desks are set up a per the NHS Test and Trace guidance.</p>	Low	Testers and processors (Managed by quality lead)	
8	<p>Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample</u></p>	<ul style="list-style-type: none"> • All negative PPE, LFD, Sample swabs and associated material must be bagged separately as health waste. • All Positive PPE, LFD, Sample swabs and associated material must be categorized as clinical health waste and placed in a yellow bag. • Quality lead will be assigned to waste management this includes disposal and collection. • Compliance by quality lead with wearing full PPE during waste collection and disposal. 	Low	Quality lead	On advice by Lambeth council email sent on the 01/02/21

	<p><u>disposal and waste disposal</u></p>	<ul style="list-style-type: none"> • Hazardous health waste disposal local policies appropriate to the categorization of the waste must be followed. • All disposables are discarded before leaving the testing area. • Cleaning materials used, e.g., wipes, cleaning-cloths, roll and disposable mop heads, are disposed of and placed into waste. • Waste is removed at least daily or when the bins are getting full. • Staff separate waste as follows: <ul style="list-style-type: none"> ○ Yellow –positive tests and associated material two bins located at back of processing desks ; Black bags/clear bags – general waste. <p>Both general waste and health waste are placed in a seperate bin loacted in the grounds of the school for collection on a Monday by the local authority.</p>			<p>positive tests and associated material will be collected separately from normal waste, council service will take place on a Monday.</p>
9	<p>Incorrect result communication</p> <p>Wrong samples or miscoding of results, resulting in positive cases not being identified leading to transmission of virus</p> <p>Orphaned record on registration portal & No result communicated to individual.</p> <p>Resulting in positive cases not being identified leading to transmission of virus.</p> <p>Damaged barcode, lost LFD, failed scan of a barcode.</p>	<ul style="list-style-type: none"> • The Team Leader carries out staff performance and competency reviews by direct supervision and by completing the Competency Checklist for Key Roles before the testing programme started and then at agreed intervals (dates are included on each checklist form); • The Testing team has completed a dry-run to assess issues that could arise; • People doing the test receive two identical barcodes are at the registration desk; • People doing the test registers their details to a unique ID barcode before conducting the test; • Barcodes are attached by Testing staff at the sample collection bay; • Barcodes are checked for accuracy at the processing desk and are applied to the LFD tests at this desk; • Competency checks carried out by the Team Leader by using the Schools and College Testing for Assessment Checklist. • Testing kits are inspected before use; <ul style="list-style-type: none"> ○ If a testing kit is defective, the person being tested will be asked to return at an allocated time so the test can be completed; ○ If the LFD test fails, the person will be called for a retest; ○ The Team Leader will contact and report information to Yellow card when necessary: yellowcard.Mhra.Gov.Uk/ 	Low	<p>Registration and Result staff</p> <p>Test Staff managed by Quality lead</p> <p>Quality Lead</p>	

10	<p>Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.</p>	<p>Positive cases will be contacted and notified to go home and isolate. If at any point, a student or staff member begins displaying symptoms and have not undertaken a LFD, they will be sent home and will be advised to follow government guidance, COVID-19: guidance for households with possible coronavirus infection: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance. Rule based recall of subjects who have not received a result within 2 hours of registration, these subjects are called back for a re-test.</p> <ul style="list-style-type: none"> • If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow COVID-19: guidance for households with possible coronavirus infection • Parents/Carers are informed that a responsible adult should be on standby to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding • The school has identified the <u>Local Health Protection Team (HPT)</u> so they can be contacted immediately in the case of a case, the HPT details are available to the SLT • The school keeps informed of Government and Department for Education guidance and updates • The school has remote education plans in place for students or groups that need to self-isolate; • A contingency plan is in place for a local outbreak if the school is asked to close temporarily by HPT or local authority to help control transmission. 		<p>Registration Lead, Quality lead, Results recorder and Senior Leadership team.</p>	
11	<p>Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)</p> <p>These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of</p>	<ul style="list-style-type: none"> • The Testing Team have been trained in the correct use and storage of substances used for carrying out Lateral Flow Device (LFD) Testing and cleaning materials used. • Test kits are kept at room temperature – not in direct sunlight and not in a fridge or freezer. The testing kits are stored at 2°-30° Celsius • Suitable storage and management of LFD tests, cleaning products and hand sanitiser is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets (MSDS) are held for all chemicals (e.g. MSDS form provided by Innova) and readily available to all staff; these can be found in the mass testing folder. • COSHH safety training has been completed by all those using chemicals for cleaning; school technical staff. • Appropriate PPE is available for all cleaning duties, including suitable PPE for cleaning potential coronavirus contaminated areas or equipment. • No chemicals are stored on the Testing area other than hand sanitiser and the substances included on the test kit • Environmental: do not let product from testing kits enter into drains. • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures 	Low	<p>Test site staff (managed by Quality lead)</p>	

	use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> • Do not use if the solution has expired • Training to be provided in handling potentially biohazardous • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 			
12	Occupational illness or injury	<ul style="list-style-type: none"> • All staff must wear full PPE, any accidents that cause injury must be written down in accident report book kept on site and reported to Quality lead. • First aid kit will be provided on site. • Test staff have access to trained first aid staff an updated poster will be placed in test site on site is first aid trained. • Incident and accident book kept on site. • First Aider present on test site Monday to Wednesday (MYA), Thursday and Friday first aider at visitors reception. • Test site staff must have a lateral flow test every week if positive test results staff member must go straight home and self-isolate for the allocated period. • All staff 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. 	Medium	Test site staff (Managed by quality lead)	First Aid Poster on test site actioned by quality lead on 10/01/21
13	Manual handling injuries – Test kits will arrive in a pallet(s).	<ul style="list-style-type: none"> • Lifting aids will be used to move the Testing materials that arrived in pallets. • Manual handling activities will only be carried out by staff that have completed Manual Handling training; • The load can be divided to make it easier to move. 	Low	Premises staff/ Quality lead	

14	Use of shared equipment	<ul style="list-style-type: none"> • Test staff will be given their own set of equipment if any equipment needs to be shared then it must be disinfected before and after use. 	Low	Test staff (Managed by quality lead)	
15	Unauthorised access by members of the public	<ul style="list-style-type: none"> • Test site isolated and locked when not in use so members of public cannot gain access. 	Medium	Premises staff/ Quality lead	
16	<p>Lack of premises management and unsuitable equipment can lead to accidents and unsuitable or damaged equipment or furniture.</p> <p>Lack of suitable flooring could lead to slips, trips and falls (in the stairs, the Testing, sample processing, registration area and welfare facilities) or impact injuries caused due to poor premises management.</p>	<ul style="list-style-type: none"> • The testing area's floor is free from slip and trip hazards; • The testing area is well lit; • All the materials and equipment recommended by the DfE for the Testing area has been provided; • The Team Leader can request additional equipment or resources if it is deemed necessary; • Arrangements have been made to ensure staff have access to IT equipment required to log in results, scanning QR codes and escalate issues to the public health officials, etc. • All electrical and test equipment is visually checked prior to use (checking for any damage); • The school adheres to the government guidance on managing school buildings; • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • To avoid tripping hazards and cross-contamination, no personal items are taken to the testing area. • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste. Testing staff will continually clean the 'touched' areas under their supervision. • The testing room will be deep cleaned by an anti-viral fogger at the start and the end of each day. • General waste and hazardous waste are disposed in different bins; • Testing staff will inform the Team Leader if they have any Health and Safety concerns; • Contingency in place for sudden premises staff absence; • Accidents and near misses are recorded, reported and investigated; identified actions are addressed. • The Team Leader will hold regular meetings with Testing staff 	Medium	Premises staff/ Quality lead	
17	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • The whole Testing area is cleaned at least twice daily in line with government guidance. This includes a wipe down of all potential touchpoints and the testing room will be deep cleaned by an anti-viral fogger at the start and the end of each day. • The cleaning staff are on hand to assist with any cleaning requirements that may arise. 	Medium	Quality lead/ Cleaning staff/	

		<ul style="list-style-type: none"> • Test Assistant clean station regularly throughout the day; • Students and staff taking the test are asked to self-clean all the surfaces they touched and the testing bay following the test, using disinfectant wipes or disposable cloth and spray provided. • Regular cleaning of the Testing area including wipe down of all potential touchpoints in accordance with PHE guidance. • Cleaning is done in one direction. • Cleaning materials used are disposed of in hazardous health waste bins. • The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ▪ Frequent cleaning of toilets, common areas, etc.; ▪ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, etc. ▪ Regular cleaning of all spaces used with the anti-viral fogger • Furniture and soft furnishings have been reduced in order to improve movement and the ability to effectively clean • Equipment used by the students and staff will be suitably cleaned before it is used by another person; • Swabs, cartridges and tissues will be packaged in a yellow/clear/tiger bag. • PPE and used cleaning products will be packaged in yellow/clear/tiger bags; • LFD packaging and general waste will be packaged in a black general waste bag. • Staff handling waste will be wearing gloves. • Suitable arrangements will be made for the disposal of yellow/clear/tiger bags. • If an area is suspected of having been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the area will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be bagged in a yellow/clear/tiger bag and will be disposed of as per the guidance set on COVID-19: cleaning un non-healthcare settings. • If part of the Testing area is contaminated by significant spillage (Testing fluid or bodily fluid), the surrounding area will be evacuated and cleaned immediately as per the guidance included on the previous bullet point. 		Premises staff	
18	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> • The adequate ratio of Testing staff to student tests is maintained and it is assessed on a daily basis, based on potential staff illness or self-isolation; • Students are suitably supervised in the Testing area at all times; • Quality lead monitors official new information or additional training modules released by the DfE and cascades the information to the Team Leader. 	Medium	Quality Lead	

19	Lack of welfare facilities to Testing staff.	<ul style="list-style-type: none"> • Testing staff will have breaks at regular intervals; • Disposal water glasses/ bottles are provided in a dedicated area to support hydration during long testing sessions - this activity is only undertaken after removing PPE and proper hand-washing. • Testing staff have access to sanitary facilities and to welfare facilities – access to drinking water (hot and cold) and means to keep their food and heat it. • Testing staff have an area allocated to them for keeping their personal belongings. This area is completely separated from the Testing area. 	Low	Quality Lead	Chapel office
20	Stress or anxiety caused due to lack of information, support, or staff consultation. Especially those who are clinically extremely vulnerable.	<ul style="list-style-type: none"> • Support is provided to students that find the extra PPE worn by the Testing team intimidating and need extra reassurance about its role in keeping staff safe. The SEND department have organised opportunities for individual students, where necessary, to have guided visits to the testing facility. This will also involve guidance for the tester on the individual student’s needs; • Vulnerable students that may find the swabbing process upsetting will either be guided by a tester or allowed to abandon swabbing and halt testing if they wish. Testers should not encourage students to continue if they are clearing becoming distressed. • Staff have read the "Training Guide Rapid Testing" for Schools and Colleges" guide and the Testing Team Leader has provided an induction of the local Testing arrangements; • Communications about the Testing programme, schedule, and Health and Safety arrangements are in place. • The Testing programme process has been planned and communicated to all staff. • An on-site run-through of the swabbing and processing procedure exercise has been carried out. • All Testing staff has completed the necessary training to discharge their duties. • All Testing staff are aware of their tasks and responsibilities and have received suitable training. 	Low	Quality Lead/ Test staff	SEN students visited by quality lead on 11/01/21 to provide more information on testing and answer any questions
21	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> • Evacuation plans have been reviewed to ensure fire exits are always readily available and the maximum number of occupants is not exceeded – this is highly unlikely due to the need to maintain a 2-metre distance; • The Testing Team will act as Fire Wardens by ushering people to evacuate when the fire alarm is activated. • Additional furniture, coats, bags are not permitted in the school corridor; • The normal school fire safety procedures are in place. 	Low	Quality Lead/ Test staff/ Senior Management	All temp staff have read and signed school protocol for evacuation and fire safety team lead has briefed on

					11/01/21 and volunteer briefed on 21/01/21
22	Storage COVID-19 Virus Biological Hazard	Secure Storage Facilities Identified <ul style="list-style-type: none"> • Kits can be stored at room temperature: • Store extraction solution at 2-30o C • Store the test cartridge at 2-30o C 	Low	Quality lead	Updated 04/03/2021

Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident

Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature
21/01/2021	Changes made to swabbing protocol for clinically venerable students	Henna Ahamed	H.Ahamed				
03/02/2021	Changes made to waste disposal	Henna Ahamed	H.Ahamed				
03/03/2021	Changes made to waste disposal	Henna Ahamed	H.Ahamed				

Declaration by employees involved in the activity detailed above – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

