

Coronavirus Risk Assessment for COVID Testing in Schools (Primary and Secondary)

This template risk assessment is for COVID-19 testing in schools, colleges and university settings. It must be reviewed and made specific to the environment. The assessment should be viewed as supplemental to the main organisation risk assessment for COVID control.

You must review and update this risk assessment to ensure it reflects your school's activities and the specific risks and controls you have in place. This template refers to NHS Test and Trace guidance on testing in schools and colleges as described [here](#).

School Name and Location of Testing Area:			Date Assessed: 08.01.21			Assessed by: Catherine Lewis and Katie Richardson						
Task/Activity: Lateral Flow Device (LFD) testing spaced three to five days apart for secondary school staff and pupils/students						Reference Number: Version 2 group						
			Risk rating before implementing control measures			Risk rating after implementing control measures						
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Controls Measures Required
Contact between queuing subjects increasing the risk of transmission of COVID-19	Transmission of the virus between persons waiting for test	Pupils/ students Queue management and testing staff Others in area of queue	4	4	16	Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID-19, live with someone who is showing symptoms of COVID-19 (including a fever and/or new persistent cough), have returned within 10 days from a part of the world affected by the virus, or have been in close contact with someone who is displaying symptoms.			3	3	9	Queue management system will be put in place to maintain social distancing of year group and faculty bubbles during the testing process. Training for all staff involved in process to understand roles and responsibilities and risks in test area, including use of PPE modules.

				<p>Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</p> <p>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</p> <p>Requirement to wear a face covering/mask to be reminded to all subjects in advance at time of test booking.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</p> <p>Hand hygiene: All subjects to use hand sanitiser provided on arrival and adherence to this enforced by reception staff.</p> <p>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</p>		<p>All students to be given clear instructions on how the process will work.</p> <p>Regular toolbox talks for all staff involved in testing.</p>
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						<p>reception, queue management and sampling staff.</p> <p>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.</p> <p>Cleaning: Testing carried out in area with non-porous floor. Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects.</p>				
<p>Contact between subjects and staff increasing the risk of transmission of COVID-19: Welcome and registration</p>	<p>Transmission of virus between persons</p>	<p>Pupils/ students</p> <p>Queue management and testing staff</p> <p>Others in area</p>	4	4	16	<p>Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID-19, live with someone who is showing symptoms of COVID-19 (including a fever and/or new persistent cough), have returned within 10 days from a part of the world affected by the virus, or have been in close contact with someone who is displaying symptoms.</p> <p>Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</p>	3	3	9	<p>Training modules to be completed so that all staff are clear on their role and process and certificates held.</p> <p>Regular changing of PPE as per the training module guidance.</p> <p>Regular cleaning of the test centre desk, cubicles and processing areas as per training guidance and checklist.</p> <p>Daily reminder from team lead of PPE and hygiene</p>

					<p>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</p> <p>Requirement to wear a face covering/mask to be reminded to all subjects in advance at time of test booking.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</p> <p>Hand hygiene: All subjects to use hand sanitiser provided on arrival and adherence to this enforced by reception staff.</p> <p>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 and sampling staff.</p> <p>A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance</p>			<p>requirements for infection control.</p> <p>COVID Register maintained for in-school procedures.</p>
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						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.				
Contact between subject and processor increasing the transmission of COVID-19: Sample taking	Transmission of the virus between persons	Pupils/ students Testing staff	4	4	16	<p>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.</p> <p>Procedure: Subject carries out swabbing themselves whilst supervised by processor. Guidance on carrying this out is available on GOV.UK.</p> <p>'How to do your test' posters displayed.</p> <p>Consent forms stored and held by: xxx.</p> <p>PPE: Processor wears the following PPE:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; • Disposable gloves (changed after each sample); 	3	3	9	<p>Training modules to be completed so that all staff are clear on their role and process and certificates held.</p> <p>Regular changing of PPE as per the training module guidance.</p> <p>Regular cleaning of the test centre desk, cubicles and processing areas as per training guidance and checklist.</p> <p>Daily reminder from team lead of PPE and hygiene requirements for infection control.</p> <p>COVID Register maintained for in-school procedures.</p> <p>Pupils/students with positive tests will leave school/college/university to take a PCR test and follow self-isolation guidance.</p>

						<ul style="list-style-type: none"> • Disposable plastic apron; and • Eye protection (goggles or visor as per individual preference). <p>Testing assistant wears:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; and • Disposable gloves. <p>Follow Appendix E of the SOP for donning and doffing.</p> <p>Training: All staff involved with testing are trained in line with guidance found here.</p> <p>Cleaning: Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>Layout: The testing area is laid out as shown in the guidance document found here.</p>				
Contact between samples and sample testers increasing the transmission of COVID-19: Sample processing and analysis	Transmission of the virus between persons	Testing staff	4	4	16	<p>PPE: Processor wears the following PPE:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; • Disposable gloves (changed after each sample); • Disposable plastic apron; and 	3	3	9	<p>Training modules to be completed so that all staff are clear on their role and process and certificates held.</p> <p>Regular changing of PPE as per the training module guidance.</p> <p>Regular cleaning of the test centre desk, cubicles and</p>

						<ul style="list-style-type: none"> • Eye protection (goggles or visor as per individual preference). <p>Testing assistant wears:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; and • Disposable gloves. <p>Follow Appendix E of the SOP for donning and doffing.</p> <p>Training: All staff involved with testing are trained in line with guidance found here.</p> <p>Cleaning: Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance and SOP.</p>				<p>processing areas as per training guidance and checklist.</p> <p>Daily reminder from team lead of PPE and hygiene requirements for infection control.</p> <p>COVID Register maintained for in-school procedures.</p>
<p>Contact between samples and sample testers increasing the transmission of COVID-19: Sample disposal and waste disposal</p>	<p>Transmission of the virus between persons as a result of handling contaminated waste</p>	<p>Testing staff</p> <p>Cleaning staff</p>	4	4	16	<p>PPE: Processor wears the following PPE:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; • Disposable gloves (changed after each sample); • Disposable plastic apron; and • Eye protection (goggles or visor as per individual preference). <p>Testing assistant wears:</p>	3	3	9	<p>Follow Appendix A and B of the SOP.</p> <p>Waste classified as clinical should be disposed of in line with clinical waste requirements by a licenced waste carrier.</p> <p>Site Team to follow waste collection protocols and assign secure waste holding areas for waste collection.</p> <p>Sufficient waste disposal areas in test centre correctly labelled.</p>

					<ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; and • Disposable gloves. <p>Follow Appendix E of the SOP for donning and doffing.</p> <p>Training: All staff involved with testing are trained in line with guidance found here.</p> <p>Cleaning: Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.</p>					
Incorrect result communication	Transmission of the virus between persons	Pupils/ students Others in close contact	3	4	12	<p>Two identical barcodes are provided to subject at check in.</p> <p>The subject registers their details to a unique ID barcode before conducting the test.</p> <p>Barcodes are attached by trained staff at the sample collection bay.</p> <p>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station.</p>	2	3	6	<p>Registration desk manned by school staff and names and details checked from school data to NHS.</p> <p>Support provided to students during registration process to ensure accurate.</p>
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal and no result	Tested person	2	4	6	<p>Rule-based recall of subjects who have not received a result within eight hours of registration.</p> <p>Subjects are called for a retest.</p>	2	2	4	<p>Checking that all results have been uploaded and school register and Trace and Trace have no gaps in data.</p>

	communicated to individual									
Extraction solution contains: Na ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (sodium chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of 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	Processors	2	2	34	<p>PPE: Processor wears the following PPE:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; • Disposable gloves (changed after each sample); • Disposable plastic apron; and • Eye protection (goggles or visor as per individual preference). <p>Follow Appendix E of the SOP for donning and doffing.</p> <p>Environmental: Do not let product enter drains.</p> <p>Spillages: Wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures.</p> <p>Do not use if the solution has expired.</p> <p>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.</p>	1	1	1	Ensure staff are confident following the training in the processing of the tests and that they have sufficient time to undertake this part of the role efficiently.

	aggravated by exposure.					Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.				
Unauthorised access by members of the public	Potential for verbal abuse or physical violence Transmission of the virus	Testing staff	2	1	2	Parents and carers do not attend testing session unless by specific arrangement. Standard school admission policies are enforced. See risk assessment for violence and aggression.	1	1	1	Behaviour for Learning Policy operates within the Test Centre; students are supervised on entry and departure by staff.
Use of shared equipment	Transmission of the virus	Testing staff Pupils/ students	2	1	2	Staff undertaking testing do not share equipment. Hand hygiene and protective gloves worn.	1	1	1	Processing areas will be isolated by processor so no cross contamination.

Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date