

RA Title/ Reference	COVID 19 Mass Asymptomatic Testing on Secondary School Sites		Activity Description	Provision of a managed COVID 19 asymptomatic testing service on secondary school sites		
Assessment Date	February 2021		Assessor Name	Richard Gill - CEO		
Assessment Team Members/ sign off	ATLP Executive Team and Trust Board		Planned Review Date	Weekly		
Location(s)	ATLP Secondary School Sites					
Overall Residual Risk Level following implementation of effective control measures	Medium Risk					
Assessment Last Updated	31 st March 2021		Is this an acceptable risk?	Yes/ No		
Hazard Description and How are people at risk	Potential Risk before controls	Current Control Measures	Additional Control Measures (To be implemented)	Control Measures in Place?	Residual Risk	
Failure to adhere to safe operating procedures – Risk of transmission of the virus due to staffing issues e.g. competence, numbers, incorrect use of PPE	Medium	<ul style="list-style-type: none"> • DfE and NHS guidance and training for COVID 19 mass asymptomatic testing in schools is strictly adhered to at all times. Quality management plans are in place, as per this guidance. • Each testing site has undertaken a trial testing run. • Sufficient numbers of competent persons to meet the requirements of the site/service based on assessment of the ratio of personnel required to participants, numbers tested and area of testing place used. • Identified workforce have completed DfE/NHS school testing training to enable them to competently carry out the duties required • Each site will have a named Quality Lead to co-ordinate quality and risk management of the testing service • All staff instructed in the importance of adhering to DfE/NHS guidance, with regular reminders. 	Any non-compliances will be managed via quality management processes and escalated through relevant incident management procedures	Yes	Low	

		<ul style="list-style-type: none"> Individual risk assessments for testing team members will be undertaken whenever appropriate. 			
<p>Risk of transmission of COVID-19 due to conditions of premises e.g. testing location/ environment/ unauthorised access</p>	<p>Medium</p>	<ul style="list-style-type: none"> Testing Site Set Up – Proposed test sites will be assessed in line with DfE/NHS schools testing guidance. All identified school sites will be inspected and assessed routinely to ensure that they meet all relevant requirements and any issues remedied immediately All testing sites will display signage as required by schools testing guidance. Schools will continue to follow their current Covid secure risk assessments for their wider activities and Covid testing protocols for each school will be detailed in their management plans Suitable testing site layouts will be established in line with schools testing guidance. Only authorised personnel will access the test site Named and fully trained testing teams will be set up at each site, including contingency for staff absence. Team members without DBS checks will not be permitted under any circumstance. Team members will have been advised of the need to maintain confidentiality. ATLP safeguarding procedures will be adhered to at all times. Registration and queueing will be managed at all times. One-way systems will be in place where possible with directional signage displayed prominently and social distancing measures observed. Each testing area will contain the equipment required in DfE/NHS school testing guidance. Suitable equipment and storage provision will be established in line with school testing guidance. 	<p>Quality Leads to agree site suitability & assessment at each site</p> <p>Testing teams and Quality Leads will monitor arrangements regularly at each site</p>		<p>Low</p>
<p>Risk of transmission of COVID-19 due to</p>	<p>High</p>	<ul style="list-style-type: none"> Cleaning regimes are in place, adhering to requirements in DfE/NHS school testing guidance. 			<p>Medium</p>

poor hygiene/ cleaning regimes		<ul style="list-style-type: none"> All staff and students will be instructed in the importance of observing strict hygiene and cleaning regimes. Appropriate PPE, as per school testing guidance, will be worn by all testing team members at all times in the testing venue 			
Risk of transmission of COVID-19 from contact between subjects (General)	Medium	<ul style="list-style-type: none"> All staff (school and testing site) and students will be advised in advance not to attend the test site or setting if they have any symptoms of COVID 19 (Continuous cough, loss of taste or smell and a high temperature) All staff and students will use hand sanitiser on arrival and as directed during testing. All individuals attending test site will wear face coverings as provided Staff involved in testing will wear disposable and approved face coverings Social distancing to be observed at all times. Regular wiping of surfaces will be carried out by test subjects and the testing team, in line with the school testing guidance. DfE/NHS school testing processes will be strictly followed 	<p>PPE and hygiene/cleaning supply stocks will be monitored at all times.</p> <p>Only PPE provided by the school will be used.</p> <p>Ongoing queue management to be in place outside the testing venue.</p>		Medium
Risk of transmission of COVID-19 from contact between subjects during Welcome & registration	Medium	<ul style="list-style-type: none"> Testing site staff will wear and be trained in the use of identified PPE as detailed in the DfE/NHS school testing guidance, as relevant to their particular role. Staff and students will be provided with information regarding the testing process before the testing commences Students and staff will be asked to register their contact details Handling of documents will be restricted to essential paperwork such as bar codes and test kits 	<p>Ensure sufficient supply of PPE .</p> <p>Prominent signage reminding all staff and students to wear face coverings to be displayed.</p>		Medium
Risk of transmission of COVID-19 from Contact between subject and sampler:	Medium	<ul style="list-style-type: none"> Testing site staff will wear and be trained in the use of identified PPE as detailed in the DfE/NHS school testing guidance, as relevant to their particular role. Following receipt of a positive LFD test both students and staff will leave the school site, book a confirmatory PCR test within two days at a local test centre and immediately self-isolate as per public health advice. 	<p>Quality Leads to oversee safe collection and disposal of site waste.</p>		Medium

during sample collection,		<ul style="list-style-type: none"> Each testing area will be wiped clean after each test as per DfE/NHS school testing guidance. Appropriate waste bins and bags will be provided for disposal of healthcare waste. Waste will be disposed of as outlined in DfE/NHS school testing guidance. Any additional equipment (e.g. mirrors, torches etc will be sanitised after each use). 			
Risk of transmission of COVID-19 from during the processing of the sample	Medium	<ul style="list-style-type: none"> All staff involved in processing the samples will be given full training and instructions, via DfE/NHS training resources Test processors will wear and change appropriate PPE in accordance with DfE/NHS school testing guidance 	Quality Leads to oversee training for all team members, including any who join after initial commencement of testing on site.		Medium
Risk of Data Breaches/ Quality – e.g. Incorrect communication of clinical data	Medium	<ul style="list-style-type: none"> Identified Quality Lead to co-ordinate quality and risk management of the testing service. We will adhere to all DfE/NHS guidance re data protection along with GDPR requirements. 	Ongoing monitoring of process via regular quality checks.		Medium
Illness or injury Staff exhibiting / feeling effects that may indicate COVID 19 is present.	Medium	<ul style="list-style-type: none"> Staff training and information provided. Staff to isolate and remove themselves from the test site immediately Hygiene and cleaning regimes are in place, as per DfE/NHS school testing guidance, including safely removing any spillages. 			Medium
Serious incidents/ medical emergency or fire evacuation	Medium	<ul style="list-style-type: none"> Fire risk assessment in place for the premises Fire evacuation routes will be kept clear and clearly marked in line with the rest of the building Access to telephone in case of emergency First aid to be available at all times 	Fire evacuation procedures in place and regularly reviewed.		Low

		<ul style="list-style-type: none"> • Test site will comply with normal school procedures for first aid and fire. • In case of a serious medical emergency, sites will follow the school protocols for making areas safe and summoning emergency assistance/ first aid, • Normal emergency procedures to be followed • Normal accident/ incident/ near miss reporting and investigation procedures to be followed. • Testing site staff will follow the DfE/NHS school testing guidance procedure for incidents, in the event of an emergency specifically in relation to samples taken. • Any member of test site staff who feels unwell for any reason, including displaying potential COVID 19 symptoms will follow procedures in school testing guidance and the school COVID 19 risk assessment. • Suitable measures will be established at the test site for dealing with individuals who test positive. 	<p>School emergency procedures are shared with all.</p> <p>First aid staff are aware of requirements in relation to COVID-19 precautions.</p>		
Travel – Risk of transmission of COVID-19 for those testing positive	Medium	<ul style="list-style-type: none"> • Suitable agreed procedures and advice in place for staff/ students who may test positive e.g. travel home immediately wearing a face covering in own/ family vehicle where possible avoiding public transport. Arrangements will be looked at on case by case basis. 	Ensure communication is made to relevant stakeholders, with regular reminders.		Medium
Ill health/ wellbeing effects due to inappropriate welfare facilities	Medium	<ul style="list-style-type: none"> • Access to toilets / handwashing facilities • Regular rest breaks for the testers. Lunch break to be taken away from Test site • Staff rotation where appropriate • Adequate balance of ventilation and heating and adherence to school general risk assessment 	Regular review of staff availability and testing schedules.		Medium
Waste Management	Medium	<ul style="list-style-type: none"> • Site specific waste management procedures will be implemented in line with DfE/NHS school testing guidance. <ul style="list-style-type: none"> • A Duty of Care Waste Transfer Note will be completed before waste is removed from site and records kept for minimum of 2 years 			Low

		<ul style="list-style-type: none"> • Test site will ensure appropriate receptacles and separation of wastes in line with school testing guidance. 			
<p>Consent required for all students before undertaking testing.</p>		<ul style="list-style-type: none"> • The DfE Testing Program Privacy Notice has been made available to pupils, parents, and staff. • The testing program is recommended and supported, but not mandated. • Pupils and staff will participate in the Mass Testing program on a voluntary basis. • Staff can participate in the twice Weekly Routine Testing program on a voluntary basis. • Staff will be encouraged to take an LFD test regardless of whether they have tested positive previously to Covid-19 as this is a good indicator of high viral load, and therefore infectiousness. Staff will have however, completed a period of isolation before returning to school. • Staff will be aware that written consent off them is not required for any testing, be that the Mass Testing Program, the twice Weekly Routine Testing therefore consent is implied by attendance for any test. • Testing will not be undertaken on pupils without parental/legal guardian consent. • All pupils aged 16 years and under who are tested will also be required to have parental or legal guardian consent. • Tests will be self-administered, under adult supervision, to a participant’s own throat and nose. • Specific arrangements have been put in place for students who may require adult assistance, if they cannot self-administer the test. • Positive test results will be communicated individually in a location that provides privacy to pupils and staff. • Testing staff will have been advised of the need to maintain confidentiality. 			

		<ul style="list-style-type: none"> • Positive test results will also be communicated to the parents or legal guardians of those aged 16 or under. • Upon identification of a positive LFD test result, the contacts of this individual will be identified and instructed to self-isolate. • Guidance on safe travel and additional precautions (regarding self-isolation, further testing, and family access to benefits) will be provided to those testing positive. • During the testing process anonymity will be provided through digital registration and the use of barcodes against samples. Positive tests will be matched against the digital record and known only to the relevant members of the school testing team. These roles are all existing school staff. • The use of barcodes and the following of DfE/NHS school testing guidance regarding their correct use will prevent the miscoding of samples and results. • All electronic and paper record Personal Data associated with testing will be destroyed in line with Trust Data Protection policy requirements. 			
Relevant Safety Procedures and National/ Local Guidance Links	DfE/NHS school testing guidance and training resources				
Assessment Conclusion	Providing the stated control measures are implemented and adhered to, the risk of contracting most viral infections including COVID-19 can reduce to a manageable level in normal circumstances.				

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L