



Spring Common Academy

COVID-19 Asymptomatic Testing in Schools Risk assessment

A programme of coronavirus (COVID-19) asymptomatic rapid-result Testing will be provided at Spring Common Academy. This is to safeguard the teaching workforce's health, keep as many staff, and students as possible in school. 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.

Currently Spring Common Academy will include staff within the scope of the testing and secondary age pupils who are able to safely self-administer the test. Anyone who shows symptoms of coronavirus (COVID-19) who has a negative result from an LFD test will still be required to self-isolate until the result from a lab-based polymerase chain reaction (PCR) test is known.

Anyone who experiences any coronavirus (COVID-19) symptoms can get a coronavirus (COVID-19) test at a testing site or home.

Completed preparation for rolling out LFD Testing

1. Review the 'How to Guide' – Rapid Testing in Schools and Colleges
2. Allocate roles in response the Guidance as follows:
 - Team Leaders/Quality Leads are Dr Kim Taylor (Executive Headteacher), Julia McIntosh (Head of School)
 - COVID-19 Coordinator is Julia McIntosh (Head of School).
3. Communicate with staff to make them aware that COVID-19 Testing is being rolled out via letter (including supporting related materials that explain the testing process).
4. Obtain staff consent.
5. Use the Workplace Planning tool issued by the DfE to ascertain the required number of Testing Team members for the following roles:
 - Quality Assurance/Test Assistant/Cleaner = 1 per session (5 members trained)
 - Processors = 2 per session (5 members trained)
 - Registration Assistant/Result Recorder = 1 per sessions (5 members trained)
6. Staff undertaking the role complete the online training modules to ensure they are adequately prepared to engage in the process. Team Leaders ensure that competency checklists are completed.
7. Identify a suitable space for Testing.



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Lower School Physiotherapy room (Designated as the testing room)

To ensure the following is in place:

- Enough space to ensure 2-metre social distancing – before, during and after the test.
- A one-way system to manage the flow of those taking a test
- The flooring of the testing areas are non-porous that can withstand cleaning with specified disinfectants.
- The testing area will have four key areas:
 1. Registration desk
 2. Swabbing area
 3. Sample processing area
 4. Recording area

8. Sufficient Test Kits and personal protective equipment (PPE) are available for the Testing team.

9. PPE – The Testing Team should have access to fluid-resistant (Type 11R) surgical mask, nitrile gloves that meet the Regulation (EU) 2016/425, safety glasses with side shields or visors that are tested and approved under appropriate government standards and disposable impervious apron/gowns should be provided to the Testing Team. The PPE will be provided with the Test Kit. Provide PPE is as follows: -

- Type 11R surgical mask – All members of the Testing team
- Nitrile gloves – Processor, Testing Assistant, Results Recorder, and Cleaner.
- Disposable impervious apron/gown – Processor, Cleaner.
- Eye protection – Processor and Cleaner.

10. Gathered the following materials and equipment to facilitate the Testing:

- Tables
- Chairs
- NHS Test and Trace signage and instructions for swabbing that can be cleaned
- A computer for test registration upload – the computer is set up as per DSE requirements.
- Hand sanitiser
- Disinfecting wipes



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- Tissues
- Tape
- General waste bins
- Bins for hazardous/clinical waste
- Clocks / Timer
- Mirrors
- First Aid supplies
- Tube racks or equivalent
- Trays to transfer tests to the processing table
- Stationary supplies, such as parkers, pens, printers
- A barcode scanner if you want to automatically scan barcodes
- Cleaning materials: mop, bucket, wipes, waste disposal bags (yellow/clear/tiger bags and black bags), etc.

11. Monitoring the programme

- Record void rates and invalid tests rates by day and by the operator and consider further training if issues are identified;
- Record errors;
- Record serious incident rates and escalate through the DfE Helpline;
- All incidents that could potentially impact the quality or safety of Testing should be reported to DfE who will, in turn, escalate the issues to DHSC through the clinical governance process for mass Testing

Conducting Testing

- All staff to conduct weekly Testing - this will help identify those who are carrying the virus without displaying symptoms, reducing the risk of transmission.
- Secondary age pupils who can self-administer the test and with parental consent, will be tested once on return to school and then again 3 to 5 days later. Parents may attend to support pupils who struggle to self-administer the test. Appropriate PPE will be worn.
- 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 our school.



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In line with routine infection control practice, close contacts will not be tested daily and will therefore need to self-isolate in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection.

The Government has asked schools to adhere to the following guidance:

- [Coronavirus \(Covid-19\) asymptomatic-testing-in-schools-and-colleges](#)
- [Mass asymptomatic Testing: schools and colleges - GOV.UK \(www.gov.uk\)](#)
- [Actions for schools during the coronavirus outbreak](#)
- [What to do if a pupil is displaying symptoms of coronavirus \(COVID-19\)](#)
- [Schools and childcare settings: return in January 2021](#)

UK Military personnel are available to provide planning and training support to secondary schools and colleges, for more information: https://www.gov.uk/government/news/military-to-support-the-testing-of-thousands-of-secondary-school-and-college-students-in-england?utm_source=06d59c67-8281-413b-a9fa-dcf33a26895d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=weekly

Public Health England and the Health and Safety Executive require the completion of a risk assessment to ensure the end-to-end health, safety and infection control risks for mass lateral flow testing. All foreseeable risks should be identified, pre-assessed, managed and monitored regularly by Lime Academy Orton Senior Leadership Team members.

Consulting and sharing COVID-19 Testing Risk Assessment

Spring Common Academy will consult with the health and safety representative selected by a recognised trade union or if there isn't one, a representative chosen by staff. The Risk Assessment will be shared with all staff via Teams.



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Health and Safety Risk Assessment – COVID-19 Asymptomatic Testing in Schools

Site	Spring Common Academy	Location	Testing Centre Lower School Physiotherapy Room		
Subject of Assessment	Keep Spring Common Academy as safe as possible during the programme of testing for asymptomatic staff for coronavirus (COVID-19). Testing to include all staff who give their informed consent and frequency as advised by DFE.				
Assessed by	J McIntosh (Head of School)	Date	5 th January 2021	Review date	5 th February 2021
Details of workplace/activity	General activities of the asymptomatic coronavirus (COVID-19) testing at Spring Common Academy of staff. The tests are carried out by using the Lateral Flow Device (LFD). Students and staff move across the school/academy/academy to be tested.			Persons Affected (Who may be harmed)	
				Employees.	

Hazards and Risks	Existing Control Measures	Risk Level Before controls	Risk Level Managed risk level	Further Actions Yes/No (If Yes See Actions)
1. Spread/contraction of COVID-19 due to interaction with: <ul style="list-style-type: none"> A person who should not be at the school/academy; 	<ul style="list-style-type: none"> Staff and students have been advised not to attend if they have any symptoms of COVID 19 or live with someone who is showing symptoms of COVID 19 or if they have been in close contact with someone who is displaying symptoms. The requirement to wear face-covering/mask unless exempt is reminded to everyone in advance - at the time of the test booking. 	Very High-Significant risk of transmission leading to potential illness, which	Medium-Reduced risk of spread/contraction by removal of asymptomatic	Yes



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Hazards and Risks	Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
<ul style="list-style-type: none"> • A person who has symptoms of the disease, • A person who may be asymptomatic, • A person who lacks information on how infection risks are controlled in the school/academy. 	<ul style="list-style-type: none"> • Everyone entering the Testing area will wear a face mask/covering unless they are exempt in government guidance. • The Testing Team will wear the PPE as per the training received. • Prominent signage to inform people that the use of a face mask/covering is mandatory is displayed at the entrance to the building. • Staff monitors compliance with wearing of face-covering/masks at arrival and throughout the Testing. • Everyone entering the testing area will use hand sanitiser provided by the entrance and when instructed – this is enforced by the Testing Team. • Spring Common Academy 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 that have been scheduled for a test will have access. • Parents receive information about when their children will be tested. • 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 <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>; 	<div style="background-color: red; color: white; padding: 5px;"> <p>may in extreme circumstances result in serious illness or Death</p> </div>	<div style="background-color: yellow; padding: 5px;"> <p>persons from work force</p> </div>	



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Hazards and Risks	Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
	<ul style="list-style-type: none"> 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; Spring Common Academy will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate; Specific risk assessments for new and expectant mothers are completed. 			
<p>2. Infection transmission due to the incorrect use of face masks/coverings unless exempt.</p> <p>Spread/contraction of Covid-19 due face coverings not being worn where local area restrictions or national lockdown requirements apply.</p>	<ul style="list-style-type: none"> Staff are instructed in the correct way to put on, remove, store and dispose of face masks/coverings (when these are required to be worn); Signage on the correct use of face masks/coverings is displayed; Those who are exempt from wearing face coverings are supported and issued a face shield and sunflower lanyard. Staff are required to wear face coverings when moving through communal areas, these are optional in classrooms, but required when undertaking personal care; 	Very High-Significant risk of transmission leading to potential illness, which may in extreme circumstances result in serious illness or Death	Medium-Reduced risk of spread/contraction by use of appropriate, well managed face coverings	NO



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Hazards and Risks	Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
3. Transmission of the virus due to the use of unsuitable areas allocated to complete the testing programme.	<ul style="list-style-type: none"> • The designated Testing area has controls in place to reduce transmission by contact, airborne and droplet routes. Consideration has been taken to keep staff as separate bubbles. <ul style="list-style-type: none"> ▪ A check on all ventilation systems/facilities available was completed. Ventilation is provided to help reduce the risk of spreading coronavirus. Windows and doors (unless fire doors) are opened to improve general ventilation through fresh air, ▪ The installation of one-way systems, layouts and occupancy limits for areas enable safe social distancing and restriction areas that are only entered by the Testing Team; ▪ Provision of hand-washing facilities or hand sanitiser, wipes and instructions on their use; ▪ Sufficient lighting is provided; • The testing area has non-porous flooring. • The testing area is well lit and has good airflow with no recirculation of air. • The testing area temperature is between 15°-30° Celsius. • Hazard reporting mechanisms are in place and are easily accessible. 	Very High-Significant risk of transmission leading to potential illness, which may in extreme circumstances result in serious illness or Death	Medium-Reduced risk of spread/contraction by use of appropriate, well managed procedures	NO
4. Lack of premises management and unsuitable equipment can lead to accidents and unsuitable or	<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; 	Very High-Significant risk of transmission leading to potential	Medium-Reduced risk of spread/contraction by use of appropriate,	NO



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Hazards and Risks	Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
<p>damaged equipment or furniture.</p> <p>Lack of suitable flooring could lead to slips, trips and falls) or impact injuries caused due to poor premises management.</p>	<ul style="list-style-type: none"> • 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 Headteacher, Trust, local public health officials, etc. • All electrical and test equipment is visually checked prior to use (checking for any damage); • Spring Common Academy 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; • 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. 	<p>illness, which may in extreme circumstances result in serious illness or Death</p>	<p>equipment, location and flooring</p>	



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Hazards and Risks	Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
5. Testing Spread/contraction of COVID-19 due to lack of social distancing measures during Testing.	<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; • At a minimum, PPE should be changed between each test session. Staff are required to wear the appropriate PPE for each role; • Gloves will be changed between each test process • The Team Leader addresses any questions staff may have after completing their training modules. • Face coverings/masks are worn at all times by everyone in the premises and when undertaking a test - except for brief lowering at time of Swabbing; • Testing staff provides verbal instructions to people not complying with this when necessary; • Testing staff check the Testing kits are not out of date; • Two-metre social distancing maintained between people in the testing area to ensure compliance. When necessary, verbal reminders are to be given by the Testing Team or any member of staff. 	Very High-Significant risk of transmission leading to potential illness, which may in extreme circumstances result in serious illness or Death	Medium-Reduced risk of spread/contraction by adequate measures	NO



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	<ul style="list-style-type: none"> • 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. • Staff are required to conform with social distancing requirements for the school at all times; • 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; • The movement to different areas within the school is reduced as much as possible; • External doors are used to move students in a one-way system; • Additional furniture or seating facilities are not permitted outside the Testing area; • PPE is changed whenever testing staff leave and re-enter the Testing area (per session) or if PPE is compromised or contaminated. 			
6. Spread/contraction of COVID-19 due to lack of handwashing	<ul style="list-style-type: none"> • Hand-washing facilities/stations are available in all classrooms and within each toilet provision; • All those entering the school are required to sanitise their hands; 	Very High-Significant risk of transmission leading to	Medium-Reduced risk of spread/contraction by use of	NO



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Hazards and Risks	Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
	<ul style="list-style-type: none"> • Signage is located adjacent to each sanitation 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; • Help is available for people who have trouble cleaning their hands independently; • Hand washing/sanitation is recommended frequently and required at the following times: <ul style="list-style-type: none"> ▪ Entry and exit from the school/academy; ▪ 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/towel roll for drying hands. • Testing staff provides verbal instructions when necessary. 	<p style="background-color: #ff0000; color: white; padding: 5px;">potential illness, which may in extreme circumstances result in serious illness or Death</p>	<p style="background-color: #ffff00; padding: 5px;">good hand hygiene practice</p>	
<p>7. Spread/contraction of COVID-19 due to lack of adequate cleaning measures.</p>	<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. The team will assist with any cleaning requirements that may arise. • The Test Assistant provides regular cleaning to testing stations throughout the day; 	<p style="background-color: #ff0000; color: white; padding: 5px;">Very High-Significant risk of transmission leading to potential</p>	<p style="background-color: #ffff00; padding: 5px;">Medium-Reduced risk of spread/contraction by use of control</p>	<p>NO</p>



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Hazards and Risks	Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
	<ul style="list-style-type: none"> • People 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 wipe, in one direction. • Cleaning materials used are disposed of in hazardous/clinical waste bins. • Spring Common Academy 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. • Furniture and soft furnishings have been reduced in order to improve movement and the ability to effectively clean • Toilets will be cleaned after each use • 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 tiger bag. • PPE and used cleaning products will be packaged in 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 bags. 	<p>illness, which may in extreme circumstances result in serious illness or Death</p>	<p>measures and employment of professional cleaning contractors</p>	



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Hazards and Risks		Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
		<ul style="list-style-type: none"> 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/ bag and will be disposed of as per the guidance set on <u>COVID-19: cleaning for non-healthcare settings</u>. 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. 			
8.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> The adequate ratio of Testing staff to tests' is maintained and it is assessed on a daily basis, based on potential staff illness or self-isolation; Head of School monitors official new information or additional training modules released by the DfE and cascades the information to the Team Leader. 	Very High-Significant risk of transmission leading to potential illness, which may in extreme circumstances result in serious illness or Death	Low- Reduced risk of spread/ contraction by use of in-house staff, with multiple 'back-up' for each role	NO



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Hazards and Risks	Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
<p>9. Poor management of the substances used in the Testing area.</p> <p>The Lateral Flow Device (LFD) testing kit includes an extraction solution that contains the following components:</p> <ul style="list-style-type: none"> • NA₂HPO₄ (disodium hydrogen phosphate), • NaH₂PO₄ (sodium phosphate monobasic), • NaCl (Sodium Chloride). <p>These components do not have any hazard labels associated with</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/academy 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; • COSHH safety training has been completed by all those using chemicals for cleaning; • 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 <p>PPE</p> <p>Staff have been trained on putting on and removing PPE, infection control measures, hygiene and cleanliness.</p> <p>The Testing Team have access to fluid-resistant (Type 11R) surgical masks, nitrile gloves which meet the Regulation (EU) 2016/425, face shields or safety glasses with side shields or visors which are tested and approved</p>	<p>Medium-potential for false test results may lead to significant absence to secure additional testing</p>	<p>Low Reduced risk of due to rigorous procedures and trained staff</p>	<p>NO</p>



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<p>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 aggravated by exposure.</p>	<p>under appropriate government standards and disposable impervious aprons/gowns. PPE is used as follows:</p> <ul style="list-style-type: none"> • Type 11R surgical mask – All members of the Testing team • Nitrile gloves – Processor, Testing Assistant, Results Recorder, and Cleaner. • Disposable impervious apron/gown – Processor, Cleaner. • Eye protection - Processor, Cleaner. <p>Environmental considerations Staff disposes of the product as per instructions provided with the tests and on the training modules. Staff are aware that no substances should be disposed of by pouring them drains.</p> <p>Spillages Spillages are promptly wiped, and the materials used are disposed in line with the manufacturer's disposal procedures. Staff change their PPE after dealing with a spillage.</p> <p>Substances' Use</p> <ul style="list-style-type: none"> • Expired solutions are not used and are returned. • Staff have been trained in handling potentially biohazardous samples and chemicals. 			



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	<ul style="list-style-type: none"> To prevent improper handling, the Team Leader provides supervision and assistance to ensure all Testing staff adhere to the training provided guidelines. Staff follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 			
10. Welcome & registration. Contact between Testing staff and staff increasing the risk of COVID-19 transmission.	<ul style="list-style-type: none"> To avoid the congregation of people being tested at the Testing area, the school has informed beforehand the Testing times, so only the people who are scheduled to be tested go to the registration desk at the required time, those waiting will socially distance outside of the building Before Testing commences, testing staff perform hand hygiene and put on the PPE required for their role. Face coverings/masks are used at all times The Testing area is ventilated. Social distancing is maintained at all times. 	Very High-Significant risk of transmission leading to potential illness, which may in extreme circumstances result in serious illness or Death	Medium-Reduced risk of spread/contraction by use of control measures	
11. Sample taking. Contact between Testing staff and students, increasing	<ul style="list-style-type: none"> Testing staff wear PPE in line with government guidance Face coverings/masks will be used at all times unless exempt – except for the short period when the Swabbing is completed. 	Very High-Significant risk of transmission	Medium-Reduced risk of spread/contraction	NO



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Hazards and Risks	Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
<p>the risk of COVID-19 transmission.</p>	<ul style="list-style-type: none"> • The NHS Test and Trace poster "<u>How to do your COVID test</u>" leaflet is displayed in key areas for people that are completing the test. • Staff can provide assistance – verbal instructions using social distancing. • The Testing area is ventilated space. • People tested will only handle their barcode and LFD test kit. • 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, and mirror) by using disinfectant wipes / disposable cloth & spray provided. • Test Assistants do not need to wear apron, gloves and visor, but they have access to gloves and wear them if they are required to touch any component of the test kit. • Testing staff PPE is replaced between test sessions, gloves between each sample. Staff follow the instructions given in the training modules. • Staff doing sample processing roles change gloves after each sample and follow PPE guidelines. 	<p>leading to potential illness, which may in extreme circumstances result in serious illness or Death</p>	<p>by use of control measures</p>	
<p>12. Sample transport. Contact between sample and test centre runner</p>	<ul style="list-style-type: none"> • Trays are used to prevent contact with testing kits; • Only trained Testing staff (Test Assistants and Processors) will transport the samples. • Staff wear PPE as per online training provided; 	<p>Very High-Significant risk of transmission</p>	<p>Medium-Reduced risk of spread/contraction</p>	<p>NO</p>



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Hazards and Risks	Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
<p>increasing the transmission of COVID19.</p>	<ul style="list-style-type: none"> If PPE is damaged, staff can request a replacement – additional PPE is available; 	<p>leading to potential illness, which may in extreme circumstances result in serious illness or Death</p>	<p>by use of control measures</p>	
<p>13. Sample processing & analysis. Contact between samples and sample testers increasing the transmission of COVID19.</p>	<ul style="list-style-type: none"> Chairs in the swabbing bay are a minimum of 2 metres apart; Processors wear apron goggles / visor and mask for testing and change gloves. 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"> Registration desk Swabbing desks Sample processing area Recording area 	<p>Very High-Significant risk of transmission leading to potential illness, which may in extreme circumstances result in serious illness or Death</p>	<p>Medium-Reduced risk of spread/ contraction by use of control measures</p>	<p>NO</p>



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Hazards and Risks	Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
	<p>Individuals doing the test can only access the registration desk and the swabbing desks.</p> <ul style="list-style-type: none"> The desks are set up a per the NHS Test and Trace guidance. 			
<p>14. Sample and waste disposal. Contact between samples and sample testers increasing the transmission of COVID19.</p> <p>Samples taken can contain COVID-19 or other infectious agents.</p>	<ul style="list-style-type: none"> All disposables are discarded before leaving the testing area. General and hazardous/clinical waste is separated and placed in suitable bins. Cleaning materials used, e.g., wipes, cleaning-cloths, roll and disposable mop heads, are disposed of and placed into the hazardous waste bins. Waste is removed at least daily or when the bins are getting full. Staff separate waste as follows: <ul style="list-style-type: none"> Tiger bags – hazardous/clinical waste; Black bags – general waste. 	<p>Very High-Significant risk of transmission leading to potential illness, which may in extreme circumstances result in serious illness or Death</p>	<p>Low- Reduced risk of spread/ contraction by use of control measures</p>	<p>NO</p>
<p>15. Incorrect result communication.</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; 	<p>Very High-Significant risk of transmission by asymptomatic persons leading to potential</p>	<p>Medium-Reduced risk of spread/ contraction by removal of asymptomatic persons from work force</p>	<p>NO</p>



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Hazards and Risks		Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
		<ul style="list-style-type: none"> • 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. 	illness, which may in extreme circumstances result in serious illness or Death		
16.	Damaged barcode, lost LFD, failed scan of a barcode.	<ul style="list-style-type: none"> • Testing kits are inspected before use; • 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/ 	Medium- risk of testing error	Low- re-test available	NO
17.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	<ul style="list-style-type: none"> • If at any point, a student or staff member begins displaying symptoms, 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 • If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home or isolated and their parents or carer are contacted to collect them and they are advised 	Very High-Significant risk of transmission by asymptomatic persons leading to potential illness, which	Medium-Reduced risk of spread/ contraction by removal of symptomatic persons from work force	NO



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Hazards and Risks	Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
	<p>to follow <u>COVID-19: guidance for households with possible coronavirus infection</u></p> <ul style="list-style-type: none"> • 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 on the MIS • Spring Common Academy has access to a dedicated local response team via the LA - they can be contacted immediately in the case of a case, the details are available to the SLT • The leadership of the school keeps informed of Government and Department for Education guidance and updates • Spring Common Academy has remote education plans in place for pupils or groups that need to self-isolate; • A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT, Government or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only and providing remote education for all other pupils. 	<p>may in extreme circumstances result in serious illness or Death</p>		
<p>18. Manual handling injuries – Test kits will arrive in a pallet(s).</p>	<ul style="list-style-type: none"> • Lifting aids will be used to move the Testing materials that arrived in pallets. • The items will be moved with lifting/transport aids available; • 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. 	<p>Medium – risk of injury to back</p>	<p>Low- training and equipment reduces possible risk of injury</p>	



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Hazards and Risks		Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
19.	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 the evacuation point in the school when the fire alarm is activated. The normal school fire safety procedures are in place, with revised egress routes and muster points 	Very High-Significant risk of smoke inhalation or burns which result in serious illness or Death	Medium-Reduced risk due to control measures	No
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"> 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. Managers have an open-door policy. 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. 	High- Risk to mental health and wellbeing	Medium-Reduced anxiety as informed, but unable to completely mitigate risk	Yes



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Hazards and Risks		Existing Control Measures	Risk Level <i>Before controls</i>	Risk Level <i>Managed risk level</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
		<ul style="list-style-type: none"> All Testing staff are aware of their tasks and responsibilities and have received suitable training. 			

ACTION PLAN (Additional Control Measures Required/Recommended Actions)		
Hazards and Risks		<i>Recommended Actions</i>
1	Persons entering site whilst symptomatic	Regular reminders to staff and parents regarding 'stay at home' and 'get a test' if symptomatic
20	Risk to mental health and wellbeing	Reminder of access to support and counselling for staff

Please note:

All controls are subject to government guidance being reviewed due to changes to the 'R' rate. This could be amended on a daily basis. Government and DfE guidance will be regularly reviewed. The risk assessment will be reviewed if there is a significant change.