



Coronavirus (COVID-19): Risk Assessment for

Site Provision for LFD (Lateral Flow Device) testing for COVID-19 on campus.

Assessment Co-ordinator: Elizabeth Lowe		Job Title: Deputy Bursar	This document is an appendix to the main school risk assessment for COVID-19. 2021
Authorised by: Mark Dixon Peter Dawson		Job Title: Head Teacher Job Title: Bursar	
Testing Programme Managed by: Michelle Bright			
Date of assessment: 06/01/2021	Review interval: <u>in line with government updates</u>		Date of next review: TBA

Related documents

HM Govt. Working safely during COVID-19 in Offices and Contact Centres, Health Centre Policy, COSHH Information, Data Retention Policy, Data Protection Policy, Staff Behaviour Policy, Safeguarding Policy (with COVID Update) and Security Statement and Policy

NHS Test and Trace. COVID-19 National Testing Programme: Training Guide Rapid Testing for Schools and Colleges

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major, harm or critical ill-health.	High (H)	H	Medium (M)
	Severe Causes harm or ill-health	H	M	Low (L)
	Minor Causes minor harm or ill-health where medical intervention is unlikely to be needed.	M	L	L

For the purpose of this risk assessment, we have on occasion used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Continued adherence to the main school risk assessment regarding infection from COVID-19	<u>H</u>	<ul style="list-style-type: none"> The SLT (Senior Leadership Team) have ensured that all staff have received full induction as to the continuing policies and procedures set out in the school’s current Coronavirus (COVID-19) risk assessment for pupils at school. 	<u>Y</u>	MDI	04/01/2021	<u>M</u>
Awareness of policies and procedures relating to the school’s COVID-19 testing programme	<u>H</u>	<ul style="list-style-type: none"> The SLT have ensured that all staff have received a full induction as to the policies and procedures that have been put in place in relation to the testing programme The SLT have ensured that all pupils have been clearly informed of all relevant policies and procedures through their designated staff Boarding or Teaching leads Incoming contract staff, external contractors and volunteers working on site continue to be made aware of the school’s and foundation’s infection control procedures in relation to coronavirus as per the relevant risk assessments by the department heads relating to their roles on campus 	<u>Y</u>	ELO	06/01/2021	<u>M</u>
The testing station venue is situated at a site on campus which allow optimal	<u>H</u>	<p>The chosen testing station venue is currently <u>The Chapel</u> as it has the following advantages:</p> <ul style="list-style-type: none"> A large open space that can be well ventilated The area can be well lit The flooring is non-porous and lends itself well to effective cleaning 	<u>Y</u>	ELO	06/01/2021	<u>M</u>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
protection for all personnel.		<ul style="list-style-type: none"> A one-way direction of travel can be effectively and safely set up for test subjects Sufficient, well ventilated space can be made available for e.g. <ol style="list-style-type: none"> Social distancing of test subjects and testing personnel Registering test subjects Setting up swabbing stations with room for expansion as numbers of test subjects increase. Setting up corresponding processing stations with appropriate distances between stations Provision of space for safe practical storage of medical equipment Safe space for clinical waste containers. The site position is at the edge of the campus ground towards the main entrance allowing: A) Safe easy access for incoming and outgoing medical supplies, test equipment and clinical waste. B) Safe flow of test subjects and other related personnel away from the main school thoroughfares. 				
General Hygiene	<u>H</u>	<ul style="list-style-type: none"> The building is cleaned professionally each morning prior to use as a COVID testing station. Should the need arise as capacity increases, arrangements can be made for the area to be closed periodically throughout the working day for extra cleaning. 	<u>Y</u>	ELO	06/01/2021	<u>M</u>
Sufficient COVID-19 compliant sanitation procedures are in place	<u>H</u>	<ul style="list-style-type: none"> Test subjects have been clearly informed on COVID compliant behaviour and procedures required on entering the testing areas by either their line managers or their Boarding / Teaching staff leads Sufficient sanitation stations are available both at the entrance to the testing station and throughout the area to ensure hand hygiene can be maintained Signage, stewards and floor markers are in place to facilitate acceptable (2m) social distancing Test subjects will have and use face masks when waiting for their tests. 	<u>Y</u>	ELO	06/01/2021	<u>M</u>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Ample signage ensures demarcation of areas and direction of traffic flow is clear • Ample NHS, COVID specific signage and trained staff are available to ensure testing procedure is clear and can be carried out safely • The testing teams have sufficient medical grade PPE to ensure they are protected and can replace used equipment as per their training • It is advised that the test teams take a regular personal COVID-19 test, at least weekly to verify that they are free of coronavirus • There are ample bins for disposal of clinical waste 				
Traffic flow remained at a level that can be managed safely by the testing team		<ul style="list-style-type: none"> • The registrar of the testing site has the authority to control traffic and is positioned to be able to clearly monitor traffic flow • Team members are able to inform the registrar quickly in order to reduce traffic flow and ensure safe practice should their section of the testing procedure experience "hold ups" 	<u>Y</u>	ELO	06/01/2021	<u>M</u>
Holding area for Test positive cases		<ul style="list-style-type: none"> • Separate isolation areas are provided on campus for boarding pupils who may need to remain on site and flexi boarders required to wait for transport arrangements. Access to larger isolation areas can be arranged if needed. Professional cleaning arrangements are on call as required. 	<u>Y</u>	ELO	06/01/2021	<u>M</u>

Access to this risk assessment. Electronic Copy available on F: Drive. Hard Copy available: Bursar's Office.

Assessment completed. Date: 06/01/2021. Title: Deputy Bursar Print Name: E. Lowe Signature: 

Authorisation. Date: 06/01/2021. Title: Head Teacher Print Name: M. Dixon Signature: 

Authorisation. Date: 06/01/2021. Title: Bursar Print Name: P. Dawson Signature: 