



## Covid-19 Risk Assessment

### Overview

<b>Site:</b>	King's, Worcester
<b>Risk Assessment of:</b>	Covid-19 Test and Trace Process
<b>Scope</b>	Mass testing of pupils and staff in school
<b>Who is at risk</b>	Pupils Staff Parents
<b>References</b>	Related Government, DfE and PHE <a href="#">advice and guidance</a>
<b>Date completed</b>	1st January 2021
<b>Assessors</b>	JRR
<b>Review</b>	Weekly or as the guidance varies

## Detailed Risk Assessment

<b>Hazard Description</b>	<b>Consequence</b>	<b>Existing Controls</b>	<b>Residual Risk Rating</b>
Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	School community unaware of policy and procedures and do engage with it or engage incorrectly	Ensure communications are sent to all in the community.	Risk reduced to acceptable levels
No school "COVID-19 Testing Privacy statement". "COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors	Data collected is dealt with inappropriately and engagement with the process reduced if there is doubt about how the data is handled	Ensure that a privacy statement is in place, that it is known to the community and there is compliance with the statement.	Risk reduced to acceptable levels
T&T data not recorded securely or consideration given to deletion after 14 days.	A data breach occurs that erodes trust in the process	Ensure that data is appropriately stored and only those that need to access it do so	Risk reduced to acceptable levels
Those that have had "close contact" with someone tested positive for COVID-19 do not know they are able to return to school if they agree to a test once a day for 7 days, and the test is negative	Pupils and staff self-isolate needlessly	Ensure the school community understands the principles behind contact tracing and testing	Risk reduced to acceptable levels
Age-appropriate consent statement for testing (under / over 16) not properly completed	Testing cannot take place.	Ensure that appropriate consent is obtained before testing	Risk reduced to acceptable levels

Test instruction posters, booklets, FAQ and briefings not readily available and apparent	Incorrect procedures are followed	Ensure easy access to the relevant material for the testing team	Risk reduced to acceptable levels
Tests not supervised or conducted by trained staff	Incorrect procedures are followed leading to false results	Ensure appropriate supervision by trained staff	Risk reduced to acceptable levels
Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated	Infection as a result of COVID-19 leading to illness	Ensure appropriate social distancing though pupils are in year group bubbles, good hand/respiratory hygiene (all present in the test area to wear masks)	Risk reduced to acceptable levels
Staff assisting with taking and processing swabs not wearing appropriated PPE	Infection as a result of COVID-19 leading to illness	Ensure appropriate PPE is available and correctly worn	
Process of swabbing not following training and / or updated guidance	Incorrect test results.	Monitor swabbing process by trained staff and ensure updated guidance is followed	Infection as a result of COVID-19 leading to illness.
Those tested positive not waiting for a Polymerase Chain Reaction (PCR) test and self-isolating	Pupils and staff self-isolate needlessly	Ensure the school community understands the principles behind contact tracing and testing  Where possible, test subjects stay on site until the results of their lateral flow test is known so that they can be given a PCR test if positive.	Risk reduced to acceptable levels
Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant,	Slow testing, incorrect results and heightened risk of infection	Ensure that sufficient staffing is in place	Risk reduced to acceptable levels

Results Recorder, Cleaner)			
Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	Incorrect testing procedure, incorrect results and heightened risk of infection	Ensure there is sufficient time for staff training	Risk reduced to acceptable levels
Consent forms are not available and properly completed	Testing cannot take place	Ensure consent forms are available to the testing team.	Risk reduced to acceptable levels
Test site flooring is not non-porous.	Inadequate cleaning leading to heightened risk of infection	Ensure that the test floor is non-porous	Risk reduced to acceptable levels
Extraction solution	Non hazardous to humans but an environmental hazard.	<p>PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.</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>	Risk reduced to acceptable levels

		Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals	
Test site is not well lit and has a good airflow	Incorrect procedures leading to incorrect test results.	Ensure adequate lighting in the test area	Risk reduced to acceptable levels
Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system	Heightened risk of infection	Ensure a one-way system is in place for testing	Risk reduced to acceptable levels
Test chair in the swabbing bay not a minimum of 2m apart	Heightened risk of infection	Ensure appropriate spacing of chairs	Risk reduced to acceptable levels
Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by	Incorrect processing of tests	Ensure that the testing area is appropriately set out	Risk reduced to acceptable levels
No clear division and demarcation between swabbing and processing area	Heightened risk of infection	Ensure clear divisions are in place	Risk reduced to acceptable levels
Test subjects able to enter the processing area	Heightened risk of infection and incorrect test results	Ensure clear divisions are in place and those being tested follow procedures	Risk reduced to acceptable levels
No quality assurance, guidance and supervision evident	Incorrect procedure, incorrect test results and heightened risk of infection	Ensure that appropriate supervision and quality assurance is in place	Risk reduced to acceptable levels

Processing bays not properly cleaned and waste (including clinical waste) is not properly disposed	Heightened risk of infection	Ensure appropriate cleaning and waste disposal is in place	Risk reduced to acceptable levels
Orderly entry, processing, appropriate SD and exit movement apparent	Heightened risk of infection	Ensure that there is monitoring of test subject behaviour	Risk reduced to acceptable levels

Assessment done by:	JRR	Date:	1/1/2021
Countersigned:	WB	Date:	4/1/2021