

COVID-19 Educational Settings Risk Assessment – Asymptomatic Lateral Flow Testing

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This risk assessment is a supplement to the main COVID-19 risk assessment for your setting. The relevant control measures identified through the main risk assessment will also apply to the delivery of testing e.g. through and regular cleaning and disinfection of the space and touch points, management of queues and movement around the premises etc. The risk assessment considers a single hazard of COVID-19 and identifies the broad areas of infection control measures that must be considered to reduce the risk of transmission to staff, pupils and visitors with the aim of reducing the risk as low as is possible in line with community risk levels. The areas identified below are designed to control the main areas of risk:

- Direct person to person transmission
- Surface transmission including through the use of equipment
- Lack of awareness of the control measures and requirements (the need for information, instruction and training)

Educational settings will need to identify the specific controls measures that are relevant to their premises that are used for asymptomatic lateral flow testing.

Educational Settings must ensure that they refer to the COVID-19 National Testing Programme “How to Guide” Rapid Testing in Schools and Colleges and associated training as part of their assessment process.

Setting being assessed: <u>The Dove Federation (Coston VA Academy and Parker's VC Academy)</u> Assessor Name: <u>Sarah Disney</u> Manager Name: <u>DNEAT</u>	Assessment Date: <u>22/01/2021</u> Review Date: <u>01/02/2021</u>
Description of activity being assessed (provide a brief description of the activity, the tasks, people, equipment and site(s) involved): Asymptomatic Lateral Flow Testing in an Educational Setting at home.	

Items	Control measures	Yes/No	Notes & Further information (please describe any specific arrangements that you have put in place)	Date required and complete
Delivery requirements	<ul style="list-style-type: none"> • When delivery arrives, it will be met and managed by a staff member who will ensure the vehicle safely manoeuvres on and off the premises (staff member will only direct and instruct to the area from a 2m distance and not physically assist with vehicle movement). • The delivery route will be protected from students/staff or members of the public • The delivery will be moved into storage using mechanical aids where possible. • If mechanical aids are not available, the delivery will be broken down into manageable loads • Manual handling arrangements are in place where required and following the settings normal manual handling procedures. • Deliveries will be scheduled outside of school run times to avoid disruption or nuisance, where possible. • Deliveries will be signed for using safe methods as described in the settings overarching COVID-19 risk assessment and compliance code 	<u>Yes</u>	<u>Office staff will organise deliveries of additional tests.</u> <u>They will follow safe manual handling guidance to safely move the kits to their storage location.</u>	<u>22/01/2021</u>
Equipment and resources	<ul style="list-style-type: none"> • Equipment will be disinfected between uses by different people, for example, tables, chairs in the same manner as described in the overarching risk assessment and compliance code. • A secure storage area is provided for testing kits that can maintain a temperature between approx. 2°C and 30°C. 	<u>Yes</u>	<u>The office staff have set up a collection sheet record for each member of staff and a digital database for recording test results.</u> <u>Staff have been provided with training and guidance. There was a staff meeting about this</u>	<u>21/02/2021</u>

	<ul style="list-style-type: none"> • Arrangements are in place for the safe and secure storage of cleaning materials, PPE and other resources following the settings normal control measures. • Arrangements are in place to ensure the availability of sufficient resources for the safe delivery of testing e.g. disinfectant, cleaning equipment, PPE and waste bags. • Each member of staff will have their own test collection record sheet. • Results will be recorded digitally and will be safely stored on a password protected computer and server. • Staff have been provided with training and guidance which states what resources and equipment they need for when they perform their test (testing kit, tissues, hand sanitizer, mirror, timer or watch). • Each member of staff has an agreed time for collection of new kits. 		<p>and all staff have been given the guidance materials and access to online videos on testing. Office staff have organised a safe place to store the tests.</p> <p>Collection times have been agreed with staff.</p>	
Staffing considerations	<ul style="list-style-type: none"> • Staffing numbers and rotas have been developed to enable the testing rate to be achieved with adequate rest and hydration breaks for staff • Staff have received appropriate instruction, information and training and understand how to carry out their roles safely own LFT at home. • Individual risk assessments have been carried out as appropriate to ensure staff do not have any individual factors that would prevent them from carrying out the role There is a plan in place that has been shared with all staff as to when to test and when and who to inform about a positive or inconclusive test result. • There is a plan in place for notifying parents and staff of a bubble closure if a member of staff tests positive or has two inconclusive results. 	Yes	<p>Staff have been provided with training and guidance. There was a staff meeting about this and all staff have been given the guidance materials and access to online videos on testing. All staff have been provided with the procedure for notifying of test results including the time and who they need to notify.</p> <p>There is a plan in place for notifying parents and parents have been informed that some staff are taking part in LFT.</p>	21/01/2021
General arrangements for testing	<ul style="list-style-type: none"> • The testing site has been set up to take account of the operation of the whole premises and its activities, where required other site activities have been reviewed and existing controls modified to take account of the testing process, for example, changes made to timings of movement around the premises so as to prevent people arriving for tests from mixing with other site occupants. • A dedicated entrance is used for the test room(s) from the rest of the site where possible • Consideration has been given to the movement around the premises and location that test subjects need to queue to enter the test site and to receive their test result to enable 2m distance to be maintained between persons and pinch points to be alleviated. • The "room layout" and "desk layout requirements have been followed as described in the Schools and Colleges How to Guide. • Daily contact testing will take place before the school or college day begins and participants will not be allowed to enter the main setting until they have a negative result. • The testing rate has been planned in line with the number of swab tables that have been safely set up to allow distancing of 2 metres at all times (please note: it is estimated that 11 swabs approx. can take place per hour per table). • Documents will not be handled by participants for example registration paperwork. • Staff will carry out tests at their homes. • Staff have been provided with instructions and guidance on how to carry out their home LFT. • Staff will dispose of used tests in the provided waste bag. This can then be placed in their general home waste. • If they have a positive or two inconclusive tests in a row these should be sealed in the provided bag but then be kept in a safe place for 72 hours before being put in their household waste. 	Yes	<p>Staff have been provided with training and guidance. There was a staff meeting about this and all staff have been given the guidance materials and access to online videos on testing.</p>	21/01/2021
The home testing site	<ul style="list-style-type: none"> • Staff have had training on guidance on where to perform their test. They have been told that they need to carry out their test somewhere where they have a clean and flat surface to lay the 	Yes	<p>Staff have been provided with training and guidance. There was a staff meeting about this</p>	21/01/2021

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	<p>test. The full requirements outlined in the <u>Schools and Colleges How to Guide</u> have been implemented including:</p> <ul style="list-style-type: none"> — Flooring is non-porous — All areas are well lit — The testing area ambient temperature is between 15-30°C. — There is one-way direction of travel for participants or where this is not possible, the space is large enough and movement of people is managed so that 2m distance can be maintained between everyone in the space) — Test subject chairs in the swabbing bay are a minimum of 2 metres apart — Each swabbing desk has a processing desk close by (and 2 metres away) <p>• In addition:</p> <ul style="list-style-type: none"> — The site and equipment utilised can be cleaned and disinfected easily including tables, chairs, screens etc — The requirements for ventilation that are already in place in the setting are applied to these areas. — The use of chairs is avoided where possible. — Two metre social distancing will be maintained in all areas of the space, including testing bays with measured floor markings in addition to verbal reminders. — Where possible, mirrors will be in a fixed position to prevent the need for participants to touch them — Where possible, personal items are not brought into the test room. — COVID symptoms and information about when to not attend is displayed at the entrance — The requirement for participants to wear face coverings is displayed at the entrance - Arrangements are in place to ensure that safety arrangements are monitored during test activities, for example, social distancing, wearing face coverings, hand hygiene is being performed. 		<p>and all staff have been given the guidance materials and access to online videos on testing.</p>	
<p>Face coverings and gloves</p>	<ul style="list-style-type: none"> • Face coverings will always be worn by participants except for the time of swabbing. • Face coverings will be removed following arrangements in the Education Settings Compliance Code. Site staff will instruct participants how to safely remove and put on face coverings, so they are not pulled down under the chin and hands are sanitised prior to removal and before replacing. • Where the face covering comes into contact with hard surface e.g. desk the participant will be required to disinfect the surface after putting their face covering back on. be worn by the person who is handing out the test and the precipitant of the test kit. • The person who is handling the kits and paperwork to distribute them will wear gloves. 	<p><u>Yes</u></p>	<p><u>PPE is available for all staff. Staff handing out their kits have been asked to wear PPE. The wearing of PPE is in the main risk assessment and the supplementary risk assessment.</u></p>	<p><u>22/01/2021</u></p>
<p>Hand hygiene</p>	<ul style="list-style-type: none"> • Hand sanitiser is provided for use on arrival and at the swab table. • Participants will be instructed to perform hand hygiene: on arrival, before removing face covering (this may be the same point and will depend on the settings layout and arrangements), after completion of test (prior to replacing the face covering). 			
<p>Attending for test Completing the test</p>	<ul style="list-style-type: none"> • All participants will be advised in advance not to attend/carry out a LFT if they have any symptoms of COVID 19 (including a fever, new persistent cough or loss or change of taste or smell)). If they have symptoms of Covid-19 they must organise a how to complete the test and be provided with guidance on this. Training will also be provided on how to complete the test. -or- if they have returned within 14 days from a part of the world where travel to the UK quarantine is required or have been informed by test and trace they need to isolate • All participants will be advised in advance of expectations while on site including hand and respiratory hygiene, requirement to wear face coverings, requirement to maintain two metres from 	<p><u>Yes</u></p>	<p><u>Staff have been provided with training and guidance. There was a staff meeting about this and all staff have been given the guidance materials and access to online videos on testing.</u></p>	<p><u>21/01/2021</u></p>

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	<p>others at all times, how to collect the swab test kit and take the swab.</p> <ul style="list-style-type: none"> • If the participant is attending because they are a close contact, arrangements are in place for them to wait for their result before beginning normal school activities. • Staff have been provided with guidance on what to do with test results including positive and inconclusive tests and what to happen if there is a problem or medical concern when completing a test. 			
Waste and hazardous substances	<ul style="list-style-type: none"> • Open bins will be located at each swab desk and will be clearly marked to identify what they can be used. Staff will dispose of used tests in the provided waste bag. This can then be placed in their general home waste. • If they have a positive or two inconclusive tests in a row these should be sealed in the provided bag but then be kept in a safe place for 72 hours before being put in their household waste for. • Participants will be instructed to dispose of all waste in the relevant waste bin • Bins will be emptied by site staff regularly as needed and not allowed to overflow. • The specified arrangements for waste collection and disposal are followed which are outlined in the How to guide. • A control of substances hazardous to health (COSHH) assessment has been carried out for chemicals associated with test processing where it is required (referring to the material safety data sheet provided). 	Yes	Staff have been provided with training and guidance. There was a staff meeting about this and all staff have been given the guidance materials and access to online videos on testing.	21/01/2021
Cleaning and disinfection	<ul style="list-style-type: none"> • Enhanced cleaning arrangements are planned which follow the schools existing cleaning and disinfection arrangements as outlined in the main COVID-19 Risk Assessment for Educational Settings. • Appropriate cleaning materials are used as outlined in the COVID-19 Risk Assessment for Educational Settings. • Arrangements are in place to clean and disinfect swab desks, chairs and mirror between each test use. Responsibility to carry this out has been allocated (and is detailed in the comments column of this document). 			
PPE requirements	<ul style="list-style-type: none"> • The PPE requirements outlined in the How To Guide are implemented and all members of staff have received information, instruction and training provided in Training Guide for Rapid Testing. • The How to put on and take off PPE Video has been seen by all staff and staff have practiced this for themselves and are confident in its use. • All PPE provided will meet with required standards. 			
Supporting people to carry out the test	<p>(Further information will be provided regarding supporting pupils who are unable to self-administer their test.)</p> <p>Where pupils may find the PPE worn intimidating, extra assurance about its role in keeping people safe will be provided.</p>			
General safety requirements	<p>General safety arrangements have been reviewed and updated as appropriate to encompass the testing activities including fire, first aid, unauthorised access and moving and handling.</p>			

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