

Mass Testing Risk Assessment

Issue	Actions	Buy?	By who?	By when?	Completed?
Set up test site	<ul style="list-style-type: none"> • Flooring is non porous • Well lit room • Good airflow with no recirculation of air- windows open both sides of room for flow through- • Ambient temperature of room for tests to work 15-30C • Storage for tests- cupboards from stage- kept at 2-30C • One way system taped to floors and 2m marks • Room set up according to plan (attached) • Signage laminated for room- 2m distance, wearing masks, hand sanitising, Do not enter processing area, one way system, DFE instructional posters • Amend cleaners rota to accommodate need and order extra cleaning products- disposable mops/cloths • Cleaners must so site minimum twice a day and after any spillage • Buy extra anti bacterial wipes, hand sanitiser, tissues, access to water? Paper cups? See list • Waste disposal bags ordered- municipal, chemical (incineration)and offensive for PPE (Tiger Bag) • Ordered mirrors for testing • Partitions moved from new canteen into old to create bays • Might need larger space for bulk storage if coming in pallets of 1000? 	<p>Room thermometer £7 amazon</p> <p>Ordered tape</p> <p>See list</p> <p>Ordered</p> <p>Ordered</p>	<p>Testers</p> <p>Caretaker Caretaker Caretaker LJ</p> <p>DD/Lynne</p> <p>JM</p> <p>BH AH Caretakers</p>	<p>Daily</p> <p>4th Jan 4th Jan 4th Jan 4th Jan</p>	<p>Done Done</p> <p>Done Done</p>

Workforce	<ul style="list-style-type: none"> • Letter sent out to parents on 18th Dec 2020 explaining staggered return and requesting volunteers to help with Lateral Flow testing • Allocate job roles according to DFE guidance and do timetable- 3 parental volunteers and 5 staff volunteers (one part time)-DBS CHECKS NEEDED for parents • Need to plan to cover roles of staff; JL do attendance for JK? JM to cover reception for BH? PH/Janet and AH to do all other first aids. DF to do data for JL? • Send guidance out to staff and consent for data and weekly testing • Arrange testing timetable for staff (can do 11- 13 in an hour per bay) By faculty? In frees? Would mean those staff manning testing would always be on it • 3 desks=198 tests a day? • Workforce need to completed online training- 2.5 hours • Work force must wear full PPE throughout- see list • Their PPE must be replace after every session (morning/ lunch etc) • Those doing sample processing must change their gloves after each sample • Hand hygiene vital- sanitiser or soap and water • Workforce cannot wear jewellery, bracelets/ watches or stoned rings • They can only take in disposable water bottles and no personal items • Workforce must watch video and follow guidelines of putting on and removing PPE- laminate copies in dressing area as daily reminders • School must check and record the results of the workforce training sessions 	<p>DBS costs</p> <p>Review hours</p> <p>See purchase list</p> <p>Need access to sinks</p> <p>Buy bottled water</p>	<p>GLG/SC</p> <p>SC/JM</p> <p>GLG</p> <p>JL</p> <p>SC</p> <p>BH/JK/JL</p>	<p>18th December</p> <p>5th Jan</p> <p>5th Jan</p> <p>4th Jan</p>	Done
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	<ul style="list-style-type: none"> • All the workforce must do a dry run prior to launch • School lead must do weekly/ daily Quality Assurance checks using the Quality Checklist off the portal • School lead must do competency checks on each member of staff • System created to record void rates and link these to each operator- if pattern emerges further training must be put in place • System created to record errors • System recorded to monitor escalation rates and contact DFE with findings • School lead must maintain a weekly summary of records and evaluation of what has been learnt 				
Communication	<ul style="list-style-type: none"> • Letter sent out to parents about staggered start and prospect of lateral flow testing • Send out DFE letter/consent/privacy notice to all parents to cover legal ramifications- send on APP • Also send out to parents via APP and on website and school Facebook the DFE guidance leaflet for parents and students, guidance on serial contract tracing and put weblinks on for parents to access government documents • Set up system to track consents and send reminders • If parents give consent but the child refuses to take test then it CANNOT go ahead- inform HOK • Create form time programme to build understanding and support for mass testing- done in school and via online assemblies while some yeas groups not in school 		SC SC/JL SC/JL/LJ/KB JL Testers MM/HOKS/ Form tutors	18 th Dec	
Consent	<ul style="list-style-type: none"> • Be clear it is voluntary and pupils/ staff can still attend if not taking part (education programme listed above, 		SC		

	<p>important here to help people understand need for mass testing)</p> <ul style="list-style-type: none"> • School has responsibility for taking and tracking consent for participation and need to set up system to do so to include: Name, Consent given, unique test subject identification like DOB, Barcode issued, test result • Use DFE consent template to get this information as it covers testing consent and use of personal information and our ability to see the results in order to track and trace • 11-15 can self swab under adult supervision of school staff with permission of parent / guardian • At 16+ they can self swab without parental consent if school deem them to be Gillick competent (MM to decide) • LAC pupils- check medical treatment permissions for each pupil • If pupil refuses to take test despite parental consent cannot be made to take one 		<p>JL</p> <p>MM</p> <p>JD</p>		
<p>Data Security and Handling</p>	<ul style="list-style-type: none"> • We must share DFE Privacy Notice with all staff/ parents/guardians/pupils via email, app, on website, put up in foyer, testing area and in staffroom and room 5 • Use DFE templates for all letters as these legally cover data security and we must send privacy notice with all contacts • Plan where we store the data safely- spreadsheet using criteria above in restricted area of admin area 		<p>SLT</p> <p>SLT</p> <p>NB</p>		

	<ul style="list-style-type: none"> • This must be kept for a minimum of 14 days and destroyed a month after testing programme ends to be complaint under Data Protection Law • Person managing this spreadsheet must track all results and ensure positive/ void tests follow the correct procedures • This person must also be compliant with Keeping Children Safe in Education Part 3 as managing sensitive data 		<p>JL</p> <p>JL</p> <p>MM</p>		
Testing Rota	<ul style="list-style-type: none"> • Week 1-2 from 4th January- all staff tested and year 11(week 2 now) (vulnerable and key workers too?) • Must have 2 lateral flow tests 3-5 days apart (3 minimum) • Then workforce tested weekly • Everyone will have to register no more than 24 hours before or after test on https://test-for-coronavirus.service.gov.uk/register-kit/register-rapid-test • If there is a positive test then person must go to Stoke to get PCR test and self isolate for 10 days • Anyone in school in close contact (bubble?) can return to school if they agree to be tested for 7 days following last contact. If any of these days fall in a weekend then they must isolate. If the 7 days ends in a weekend they must be tested again on first day back at school • Need plan to test year groups as they return to school • Buy more PPE see list 	<p>Will get initial allocation then need supplies on technical specifications</p>	<p>SLT plan</p> <p>Jl/JK tracking process Testers All</p> <p>All</p> <p>TESTERS</p> <p>SLT JM</p>		

Waste Disposal	<ul style="list-style-type: none"> • Normal Black bags- Packaging and general waster • Yellow Bags- Swabs, tissues, cartridges • Tiger Bag- PPE, mop heads and clothes <p>For Yellow and Tiger bags need to check with our waste disposal contractors on how to collect this</p>	ORDERED	BH Andrew to check		DOne

Purchases needed

Disposable plastic Aprons -loads

Latex free disposable gloves (all sizes)- loads

Fluid resistant (Type 11R) surgical masks FRSM

Nitrile gloves regulation EU 2016/425 for those handling extraction fluid

Eye protection

Room thermometer- £7 amazon

Hand sanitiser- check with caretakers

Disinfectant wipes- check

Tissues

Disposable mop heads (new each day) and mop/bucket

Torches

Disposable cloths or paper towel

Those in red are needed a pack per bay- we would need 5 packs per day of each

Already ordered

Bins

Bin bags including tiger ones

Clocks/timers

Mirrors

Check if we can use from elsewhere

Printer from HUT 8? Wireless one?

Need stationary stack

Tube racks from science

Trays from canteen to transfer samples to processing table

Need 2 computers/ ipads

Check enough laminating pouches for instructions and signage so wipeable