

# Bishop Stopford School

## Coronavirus (COVID-19): Asymptomatic testing – March 2021

Assessment conducted by: Clare Curchin	Job title: Business Manager	Covered by this assessment: students, staff, supply staff and other relevant individuals.
Date of assessment: 24 <sup>th</sup> February 2021	Review interval: in line with government updates or following a change highlighted from ongoing monitoring.	Date of next review: 5 <sup>th</sup> March 2021 and every 48 hours following.

### Related documents

[This document must be read in association with the Academy's Coronavirus Risk Assessment](#)

First Aid Policy, First Aid Procedure – COVID-19, COSHH, Emergency Evacuation Procedures/ Fire Risk Assessment., Health and Safety Policy, Behaviour Policy, Safeguarding suite of policies, Learning Well Development Plan,

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

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
Awareness of health and safety policies and procedures	H	<ul style="list-style-type: none"> <li>All staff, students and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>First Aid Policy</li> <li>First aid procedures – COVID-19</li> <li>Emergency Evacuation Procedures/Fire risk assessment</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</li> </ul>	Y	Headteacher/ Deputy Headteacher/ Business Manager	5 <sup>th</sup> March 2021 and ongoing	M

		<ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> <li>● The relevant staff receive any necessary training that helps minimise the spread of infection. All staff will complete the IHASCO Covid online course.</li> <li>● The school keeps up to date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> </ul> </li> <li>● Staff are made aware of the school's risk assessment and procedures via email and staff briefing.</li> <li>● Regular Governor meetings take place and advice sought/given.</li> <li>● All information relating to this risk assessment to be shared with staff.</li> <li>● Students are made aware of the school's control procedures in relation to coronavirus. They will be informed that they must tell a member of staff if they begin to feel unwell.</li> <li>● The GDPR requirements in relation to confidentiality for all are followed at all times – this includes withholding the names of staff and students with either confirmed or suspected cases of coronavirus.</li> <li>● Those who staff the testing facility to be inducted on all associated policies and procedures, and external requirements from NHS, DfE etc</li> <li>● Fire evacuation procedures are updated and communicated.</li> <li>● Behaviour Policy addendum introduced to include sanctions for consistently refusing to follow social distancing and other control measures.</li> </ul>				
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Poor hygiene practice	H	<ul style="list-style-type: none"> <li>● Posters are displayed throughout the school reminding all of key messages (2m social distancing and handwashing).</li> <li>● Hand sanitiser is available at each area i.e. registration desk, swabbing desk/s, processing desk/s and recording desk.</li> <li>● DfE and PHE guidance followed in respect of infection control procedures.</li> <li>● Enhanced cleaning is in place between bubbles in the test centre and any waiting and holding areas.</li> <li>● IHASCO training for all staff was completed by 4<sup>th</sup> September 2020 and subsequent training for those involved in the test centre by Thursday 4 March 2021.</li> <li>● Medical and general waste bins provided.</li> </ul>	Y	Head Teacher/SLT/  Business Manager/  Property Manager	In place 5 <sup>th</sup> March 2021 and reviews ongoing	M
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Ill health	H	<ul style="list-style-type: none"> <li>• A designated medical room is set up to accommodate suspected Covid and non-Covid cases safely.</li> <li>• During the period of asymptomatic testing of students, first aid must be sought via radio through the main reception.</li> <li>• Where a first aid trained member of staff is unavailable, staff contact a member of SLT to ensure that an unwell student is moved to the empty room whilst they wait for their parent to collect them.</li> <li>• Contact will be made to collect students who receive a positive test result via the attendance officer.</li> <li>• Where contact with a student's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• <u>S</u>tudents who receive a + test result will be kept in a discrete area where they can be at least two metres away from others.</li> <li>• Areas used are thoroughly cleaned upon vacation.</li> <li>• Parents are instructed to access the NHS test and trace system when a student is displaying symptoms.</li> <li>• If a <u>+</u>student is waiting to go home, they will use separate toilet facilities if needed.</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or they perceive their life is at risk.</li> </ul>	Y	Headteacher/ SLT	In place at 5 <sup>th</sup> March 2021 – reviews ongoing	M
Spread of infection	H	<ul style="list-style-type: none"> <li>• Students using the testing facility must socially distance and wear a face mask (except when undertaking the swab).</li> <li>• Students will receive 3 asymptomatic tests on return to school. Students will not be able to access on site learning until they have received a negative first test.</li> </ul>	Y	Headteacher/ SLT/ All staff	In place at 5 <sup>th</sup> March 2021 – reviews ongoing	M

	<ul style="list-style-type: none"> <li>● Testing facility staff are trained appropriately with the Government training guides.</li> <li>● Hand sanitising stations are to be used on entry and exit.</li> <li>● Hand sanitiser is also available at each desk i.e. the registration desk, swabbing desk/s, processing desk/s, recording desk.</li> <li>● Students will be allocated testing times to limit mixing.</li> <li>● Students will be tested in their normal school bubbles. They will be given designated testing times and days.</li> <li>● Information has been supplied to parents and students on what to expect on arrival to the test centre.</li> <li>● Supervision will be given to students in the testing facility, waiting area and holding area.</li> <li>● The Government guidance on testing infection control will be followed.</li> <li>● The recommended Government signage is used.</li> <li>● A changing area for staff performing roles in the testing centre is provided.</li> <li>● The testing facility has been set up in line with the Government guidance.</li> <li>● Normal school procedures listed in the main coronavirus risk assessment will be in place.</li> <li>● Appropriate PPE will be issued to staff performing duties in the testing facility.</li> <li>● Ventilation will be provided to the testing facility via opening doors and windows.</li> <li>● Where a student receives a positive test result they will be immediately informed and taken to a designated holding area until they are collected from school. Radios will be utilised to inform the relevant staff and start the contact tracing process.</li> <li>● Stages within the testing station will be appropriately distanced.</li> <li>● Segregated entrances and exits and a one way system is in place in the test centre.</li> <li>● Holding areas will be provided for students prior to testing and following the test whilst the result is being obtained. Social</li> </ul>				
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		<p>distancing will be maintained in the holding areas. Adequate supervision will be in place in the holding areas.</p> <ul style="list-style-type: none"> <li>• Use of computers for recording information will be limited to the recorders; keyboard wipes will be available.</li> <li>• Data recorders are able to perform the task outside of the test centre to limit spread of/exposure to infection.</li> <li>• One way system in place in the testing centre for entry, flow and exit.</li> </ul>				
Lack of communication	H	<ul style="list-style-type: none"> <li>• The Senior Leadership Team will ensure that they are kept up to date via the daily Coronavirus briefings from the DfE, and supporting information from ASCL and the local authority. This will be a standing item on SLT agendas.</li> <li>• A dedicated area on Teams will be set up to manage the testing facility processes required.</li> <li>• The test centre leader reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>• The Headteacher follows the procedures regarding informing the relevant authorities about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</li> <li>• Schools keep staff adequately updated about any changes to processes and guidance.</li> <li>• Staff mid-week email sent with any relevant updates.</li> <li>• Staff end of the week email send with any relevant updates.</li> <li>• Regular meeting with union representatives and other designated consultative groups.</li> <li>• Schools keep students and parents adequately updated with new procedures as necessary.</li> <li>• Staff briefings (via Teams/email) will be conducted weekly as a minimum to review and discuss any issues or new procedures and guidance.</li> <li>• Staff, parents and students will be encouraged to raise issues to enable ongoing monitoring of systems, risk assessment and procedures.</li> </ul>	Y	Headteacher/ SLT	In place at 5 <sup>th</sup> March 2021 – reviews ongoing	M

		<ul style="list-style-type: none"> <li>• Staff are able to submit queries using the <a href="mailto:staffcovidqueries@bishopstopford.com">staffcovidqueries@bishopstopford.com</a> email address.</li> <li>• Parents are able to submit queries using the <a href="mailto:parentcovidqueries@bishoptstopford.com">parentcovidqueries@bishoptstopford.com</a> email address.</li> <li>• The small-scale roll out of the testing station, has confirmed communication and practices between different stages is robust.</li> <li>• Template letters from the NHS will be adapted to fit Bishop Stopford School's context (eg for consent, reporting a + test)</li> <li>• Parents will be informed about the whole project prior to the start of mass testing, and consents obtained from parents and students (where applicable).</li> <li>• Parents will be notified as soon as possible if their child tests positive.</li> <li>• A rota system will be shared with all staff to ensure smooth flow through the station.</li> <li>• A system will be established to recall subjects if their test is void</li> </ul>				
Incorrect result communication	H	<ul style="list-style-type: none"> <li>• 2 identical barcodes are provided to the student at check in.</li> <li>• The staff member registers subjects' details to a unique ID barcode before conducting the test.</li> <li>• Subjects' details are registered to a unique barcode before conducting the test.</li> <li>• Barcodes are attached by trained staff at the sample collection bay. Barcodes are checked for congruence at the analysis station 1 and applied to Lateral flow device at this station.</li> </ul>	Y	Headteacher/ SLT	In place at 5 <sup>th</sup> March 2021 – reviews ongoing	M
Damaged barcode, lost LFD, failed scan of barcode	H	<ul style="list-style-type: none"> <li>• Rule based recall of students who have not received a result within 1 hr of registration</li> <li>• Students are called for a retest</li> </ul>	Y	Headteacher/ SLT	In place at 5 <sup>th</sup> March 2021 – reviews ongoing	M
Contact between students/staff and testing facility staff	H	<ul style="list-style-type: none"> <li>• Students are to be advised in advance not to attend if they have any symptoms of COVID 19 or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</li> </ul>	Y	Headteacher/ Property Manager/ Business Manager	In place at 5 <sup>th</sup> March 2021 – reviews ongoing	M



increasing the risk of transmission of COVID19		<ul style="list-style-type: none"> <li>• Prominent signage reminding students of the requirement to wear face masks displayed at the entrance and inside the testing facility.</li> <li>• Face masks to be worn at all times whilst in the testing facility except for brief lowering at time of swabbing.</li> <li>• Compliance with wearing of face masks to be visually checked on arrival by testing facility staff.</li> <li>• All students to use hand sanitiser provided on arrival &amp; adherence to this enforced by testing facility staff.</li> <li>• Two metre social distancing to be maintained between students and staff to ensure compliance in addition to verbal reminders if necessary, from testing facility staff.</li> <li>• A one-way flow through the testing facility is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</li> <li>• Regular cleaning of the testing facility including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits.</li> <li>• PPE for all staff running the testing station</li> <li>• Clear instructions to students on leaving the facility to return straight to lessons. (Monitor to see whether or not this needs additional staffing)</li> <li>• Protocol devised for any subject who is distressed in any way by the process.</li> <li>• Numbers limited through the test centre to minimise spread of infection.</li> <li>• Students are allocated times and days for testing in line with their bubble.</li> </ul>				
Emergencies	H	<ul style="list-style-type: none"> <li>• All students' and staff's emergency contact details are up to date, including alternative emergency contact details, where required.</li> <li>• Students' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Students' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>• Emergency evacuation procedures are communicated with all staff and students. Specific procedures for the test centre have been incorporated into the fire risk assessment.</li> </ul>	Y	Headteacher/ SLT	In place at 5 <sup>th</sup> March 2021 – reviews ongoing	M

		<ul style="list-style-type: none"> <li>• Fire doors will not be wedged open unless a Site team member has undertaken a risk assessment. This must only be done by a Site team member.</li> <li>• Classroom doors (not fire doors) will be opened to avoid contamination. These doors will be closed once the students have left site.</li> </ul>				
Extraction solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)	H	<ul style="list-style-type: none"> <li>• <b>PPE:</b> 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.</li> <li>• <b>Environmental:</b> do not let product enter drains</li> <li>• <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with waste disposal procedures</li> <li>• Do not use if the solution has expired</li> <li>• Training has been given to all staff using the Government training package on the testing for all staff involved in the testing facility.</li> </ul>	Y	Headteacher/ Business Manager/ Property Manager	In place at 5 <sup>th</sup> March 2021 – reviews ongoing	M
Manual handling	H	<ul style="list-style-type: none"> <li>• All heavy equipment to be handled by the Property team.</li> </ul>	Y	Headteacher/ SLT	In place at 5 <sup>th</sup> March 2021 – reviews ongoing	L

Cleaning	H	<ul style="list-style-type: none"> <li>• Hand sanitiser and sanitising wipes are provided at each desk i.e. the registration desk, swabbing desk/s, processing desk/s, recording desk.</li> <li>• Hand sanitiser is available at entry and exit to the testing centre.</li> <li>• Additional cleaning has been put in place with the cleaning contractor for the test centre, waiting and holding areas. This will take place between each bubble of students.</li> <li>• The cleaning contractor has followed the relevant Government guidance in relation to infection control and COSHH.</li> <li>• All testing facility staff have undertaken the relevant Government testing training courses.</li> <li>• All staff have received coronavirus training through IHASCO.</li> <li>• The cleaning contractor will undertake cleaning at the end of each school day.</li> </ul>	Y	Headteacher/ Business Manager	In place at 5 <sup>th</sup> March 2021 – reviews ongoing	M
Mismanaging consent from students	H	<ul style="list-style-type: none"> <li>• The school has adopted the Government issued consent forms and regulations.</li> <li>• The school is fully aware of the conflicting rights of consent between parents and students</li> <li>• Consent is obtained for all students in year 7-11 from the parent. Sixth form students can give their own consent and parents are made aware.</li> <li>• Consent is stored in a central database and accessible to staff working in the testing facility and other identified members of staff.</li> <li>• The privacy notice has been approved by the school's external DPO and issued with the consent form.</li> <li>• Confidentiality must be observed at all times – staff working in the facility and those with access to the data are informed of this</li> <li>• Documents will be retained in line with the Government policy timelines.</li> <li>• Where consent differs between the parent and the student (either the parent has given consent and the student refuses to take a test, or where the student wishes to take a test but the parent has not given consent), no test will be administered. A member of SLT will contact home for a discussion with the parent and the</li> </ul>	Y	Headteacher/ SLT	In place at 5 <sup>th</sup> March 2021 – reviews ongoing	M

		students, and written consent will be obtained from all parties about any further action.				
Confirmed case of COVID-19 via the testing facility	H	<ul style="list-style-type: none"> <li>Where a student receives a positive test result they are immediately informed and taken to a designated holding area until the parent is contacted for collection. The student must self isolate for 10 days.</li> <li>The school will take immediate action when they become aware that someone who has attended has tested positive for COVID-19.</li> <li>The school will contact the local health protection team/DfE for the latest guidance.</li> <li>The school will identify people who have been in close contact with the person who has tested positive advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious or access the school asymptomatic testing facility.</li> <li>PHE guidance is followed entirely for defining contacts</li> <li>The school will keep a record of students and staff in each group.</li> <li>The school will keep a record of students on each school transport route</li> <li>Where tests are positive, the infected person must remain in isolation for the remainder of the 10 day isolation period. If they test negative and they no longer have symptoms and feel well then, they can stop self-isolating.</li> <li>The school will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolating.</li> <li>Consistent systems and procedures have been put in place to deal with confirmed cases.</li> </ul>	Y	Headteacher/ SLT	In place at 5 <sup>th</sup> March 2021 – reviews ongoing	M

Liability if student harms themselves when taking a test	M	<ul style="list-style-type: none"> <li>• RPA confirm that they cover the school against any claims against staff</li> <li>• Staff are trained on the Government recommended training.</li> <li>• Students are supervised through the test process.</li> <li>• Any students with a specific need i.e. SEND will be accompanied by an appropriate member of the SEND team.</li> </ul>	Y	Headteacher/ SLT	In place at 5 <sup>th</sup> March 2021	L
Safeguarding of students, staff and volunteers	H	<ul style="list-style-type: none"> <li>• Bishop Stopford staff have received the appropriate safeguarding training.</li> <li>• Volunteers have received training in basic safeguarding. They will always be in the company of a Bishop Stopford School employee. Volunteers DBS details will be obtained or an individual risk assessment prepared.</li> <li>• If a child becomes distressed, an incident form will be written to record details and responses.</li> </ul>	Y	Headteacher/ DSL	In place at 5 <sup>th</sup> March 2021 - reviews ongoing	M
Not recording incidents or accidents	M	<ul style="list-style-type: none"> <li>• All staff are aware of the RIDDOR reporting procedures:</li> </ul>	Y	Headteacher/ SLT	In place as at 5 <sup>th</sup> March 2021 – review ongoing.	L
Student behaviour	H	<ul style="list-style-type: none"> <li>• Addendum to the Behaviour Policy.</li> <li>• Parents, students and staff will be briefed on the amendments.</li> <li>• Clear expectations are given regarding the removal of students who endanger others in the testing facility because of failure to follow visual or verbal instructions</li> <li>• Identification of any additional intervention for students with protective characteristics.</li> <li>• Any incidents of poor behaviour will be reviewed, and further processes put in place if deemed necessary.</li> </ul>	Y	Headteacher/ SLT	In place at 5 <sup>th</sup> March 2021 – reviews ongoing	M

