



Risk Assessment for: COVID-19 Lateral Flow Testing for Pupils at James Brindley NOT CONFIDENTIAL

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required.

Completed by: The Leadership Team

Date of risk assessment: 5th March 2021

Review Date: Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
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Risk of infected persons contaminating others	Pupil being tested	<p>All pupils have been advised not to enter school premises if they are symptomatic. The most common symptoms of coronavirus are recent onset of any of the following:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) 	<p>The opening of windows is required to increase natural ventilation</p>	Testing Team	Mar 21	Yes
		<p>James Brindley holds a stock of PCR tests to ensure further tests can be allocated quickly.</p>	<p>All pupils being tested are asked if they are symptomatic before testing. The most common symptoms of coronavirus are recent onset of any of the following:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) 	Testing Team	Mar 21	Yes
		<p>Testing has been scheduled for 8.30 – 9.30 to anyone testing positive has minimal 'close contact' before isolating.</p>	<p>Should any pupil have symptoms they are refused testing and asked to isolate.</p>			
		<p>The testing room has been identified using the guidance from NHS – e.g., non-porous floor and clutter free.</p>	<p>Persons entering the test centre are reminded to sanitise their hands, wear a face covering and maintain social distancing.</p>	Testing Team	Mar 21	Yes
		<p>Pupils will be offered 3 lateral flow tests on site before issuing home testing kits.</p>	<p>A one-way system and socially distanced waiting area are in place to ensure social distancing.</p>	Testing Team	Mar 21	Yes
			<p>Clear signage is in place to ensure the one-way system is adhered to.</p>	Testing Team	Mar 21	Yes
			<p>Testing has been scheduled for 8.00 – 9.00 so anyone testing positive has minimal 'close contact' before isolating.</p>	Centre Leaders	Mar 21	Yes
			<p>Testing availability is communicated to all pupils and parents to ensure that as many pupils as possible can be tested.</p>	Centre Leaders/ Leadership	Mar 21	Yes
		<p>Pupils being tested are registered by one person using one device</p>	Testing Team	Mar 21	Yes	

Risk of inaccurate testing	Pupil being tested	<p>The storage of testing kits is in line with the recommendations outlines in the NHS training.</p>	<p>The testing room is kept locked and only the trained team have access outside of testing times to prevent tamper/contamination.</p>	Facilities Team/Testing Team	Mar 21	Yes
		<p>The test operative supporting self-swabbing can do so with accuracy and can ensure the correct procedure is undertaken – in line with NHS training</p>	<p>Signage supporting procedures in laminated and in place to ensure correct procedures and so that it can be kept clean.</p>	Testing Team	Mar 21	Yes
		<p>The test operative undertaking the testing of swabs can do so with accuracy and can ensure the correct procedure is undertaken – in line with NHS training</p>	<p>If an invalid result is received, then individuals will be offered a second test.</p>	Testing Team	Mar 21	Yes
		<p>The cleaner undertaking the task can do so with accuracy and can ensure the correct procedure is undertaken – in line with NHS training</p>	<p>Pupils will be offered 3 tests and will be talked through the process to ensure they are able to self-swab using home testing kits</p>	Testing Team /Centre Leaders	Mar 21	Yes
			<p>A checklist is completed before each testing day begins to ensure persons are trained and correct stocks are in place.</p>	Leadership	Mar 21	Yes
			<p>Centre Leaders will ensure that teams have been trained and maintain certification.</p>	Centre Leaders	Mar 21	Yes
			<p>Centre Leaders will ensure that site operations are undertaken in accordance with NHS guidelines</p>	Centre Leaders	Mar 21	Yes

Risk of non-consent	Persons being tested	Pupils being tested must have parental and pupil consent. No pupil shall be forced to take the test.	Pupils who have difficulty with the process should be guided through by the test operative. They should be encouraged to complete the process but not forced.	Testing Team	Mar 21	Yes
		Pupils who do not have consent should adhere to national guidelines. This includes self-isolating if they have been a 'close contact' to a person receiving a positive result.	Test operatives should be mindful of the emotional impact of the process.	Testing Team	Mar 21	Yes
			Pupils who struggle should be highlighted to the CL so that further support can be offered ahead of issuing self-testing kits.	Testing Team/ Centre Leaders	Mar 21	Yes
Impact on Testing Staff's other duties	Testing Team / Pupils	Centre Leaders are asked to ensure that staff who are undertaking testing duties are timetabled	Centre Leaders are to ensure that staff who are undertaking testing duties have timetabled cover for the time they will be away from their 'normal' duties	Centre Leaders	Mar 21	Yes
			Staff who work additional hours to undertake testing duties will be paid overtime outside of their 'normal' working hours.	Leadership	Mar 21	Yes

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Once approved this risk assessment should be stored on the L drive - ***insert hyperlink here*** and should be shared and discussed by all individuals it concerns. Remember to discuss this with all new starts at induction.