



Sir Thomas Wharton Academy

April 2022 full opening plan and risk assessment

This document will be reviewed regularly and is aimed at being a usable working document which will constantly be evolving based on feedback.

Premises: Sir Thomas Wharton Academy
Work Activity: February 2022 full opening plan and risk assessment
Assessor(s): Matthew McDonald, Principal
Updated: 28/04/22
Pages: 16

Sir Thomas Wharton Academy – January 2022 Risk Assessment

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Updates/Amendments Made to the plan

Update	Page	When	By Who
All staff, students and visitors are required to wear face coverings (unless exempt) in communal areas, corridors and in classrooms whilst at the academy. All staff, students and visitors are required to wear face coverings (unless exempt) on public transport as well as dedicated school transport.	Page 4, 5 and 9	02/01/2022	Matthew McDonald
Temporary suspension of confirmatory PCR tests in educational settings.	Page 5	11/01/2022	Matthew McDonald
New government guidance no states that following negative LFD test on 5 and 6 of the isolation period, staff and students can return to the academy on day 6.	Page 5	17/01/2022	Matthew McDonald
Face coverings are no longer recommended in classrooms for staff and students.	Page 4 and 9	20/01/2022	Matthew McDonald
Students and staff are no longer recommended to wear face coverings on corridors or in social spaces.	Page 4 and 9	27/01/2022	Matthew McDonald
Removal of point - 2.13 Face coverings Staff, students and visitors are no longer required to wear face coverings on public transport as well as dedicated school transport.	Page 10	25/02/2022	Matthew McDonald
From 21 February, staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing.	Page 5	25/02/2022	Matthew McDonald
From 24 February, the Government removed the legal requirement to self-isolate following a positive test. However, the Government advises adults and children who test positive to stay at home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on consecutive days.	Page 6	25/02/2022	Matthew McDonald
Close contacts no longer identified via NHS Track and Trace. Children and young people who are asymptomatic but, live with someone who has COVID-19 should continue to attend their educational setting as normal.	Page 6	25/02/2022	Matthew McDonald
LFD testing from day 5 for children with COVID-19.	Page 6	25/02/2022	Matthew McDonald

Updated guidance on asymptomatic control measures in event of mass testing.	Page 15	25/02/2022	Matthew McDonald
Adults who are self-isolating with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, students are advised to stay at home for 3 days.	Page 6	25/04/2022	Matthew McDonald

Section 1 - Overview and rationale

Our priority is for you to continue to deliver face-to-face, high quality education to all students. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance". [Schools Covid-19 Operational Guidance – Updated November 2021](#)

Underpinning all of these plans will be the safety of both students and staff. Our detailed risk assessment is available on our website with updates around the wearing of face coverings in communal areas around the Academy and on public transport. Our updated plans and risk assessment are based on the government's systems of control to:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19.

Further government guidance on the full opening of schools in March can be found at: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This plan and risk assessment has been created based on the following guidance and advice:

- Governments (Gov.uk) Guidance for full opening: schools (details outlined above):
- Implementing Protective Measures in Education and Childcare Settings
- Safe working in education, childcare and children's social care
- Planning guide for secondary schools - NEU/GMB/Unison/Unite commentary and checklist. NASWUT questions.
- CST shared models of good practice

- Each updated Risk Assessment has been shared with governors, staff and parents throughout the year.

2.1 Systems of Control: Protective Measures

- The table below outlines the key protective measures the school will take to deliver the four systems of controls identified by Public Health England.
- Further controls are set out in the plan and risk assessment below.

No	Essential Control	School Actions
1	Ensure good hygiene for everyone.	<ul style="list-style-type: none"> • All students and staff will be reminded to wash hands before and after visiting the toilet, coughing/sneezing and having a meal. • Hand sanitiser will be available at key points around the building and will be used on entry to each classroom. • All students will receive reminders on effective handwashing routines via posters and on large screens in social areas. • The academy will deploy posters that remind students and staff about the importance of catching a cough or sneeze in tissue, disposing of the tissue and washing hands, particularly on large screens and by washbasins/toilets and at entry/exit points. • All classrooms, social spaces and corridors will have adequate lidded bins.
2	Maintain appropriate cleaning regimes.	<ul style="list-style-type: none"> • There will be an enhanced cleaning schedule throughout the day. • The school will be cleaned every morning before school opens (a specific focus on touch surfaces such as door handles and desk surfaces). • The school will also be cleaned at the end of the school day. • A cleaner is on hand throughout the school day to clean toilets and undertake any other requests.
3	Keep occupied spaces well ventilated.	<ul style="list-style-type: none"> • Doors to social areas to remain open when appropriate (when there is adverse or cold weather the doors will be shut – The Principal will make the decision on this and will update the appropriate staff). • Windows the classrooms will be open when appropriate (when there is adverse or cold weather the doors will be shut – The Principal will make the decision on this and will update the appropriate staff). When the weather is too cold, the windows will be opened when the room is not occupied over break and lunch to allow for air circulation. • Classroom doors will remain open during lesson time, these may be temporarily closed if there is a group of students moving around unexpectedly (e.g. moving to a computer room or library), so as not to affect the quality of teaching and learning. They will be reopened once the noise has passed. • Classroom doors may be closed when a video is being played so as not to disturb other classes but should be reopened at the end of any video clip.

4	Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19.	<ul style="list-style-type: none"> • If any staff member of student develops symptoms they will be sent home immediately. • Staff members or students should remain home if they develop symptoms until a negative PCR test is obtained. • If a student develops symptoms whilst at the academy they will be isolated until they get picked up or alternative arrangements are made to get them home. • From 24th February 2022, the government removed the legal requirement to self-isolate. • Children and staff are also no longer required to self-isolate if they live with somebody who has tested positive for Covid-19. • Children and young people who are asymptomatic but, live with someone who has COVID-19 should continue to attend their educational setting as normal. • From Tuesday 11 January. Staff and students who have a positive LFD result will no longer be advised to get a confirmatory PCR test • Adults who are self-isolating with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, students are advised to stay at home for 3 days. <p>Asymptomatic Testing</p> <ul style="list-style-type: none"> • From 21 February, staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing.
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2.2 Attendance

All students are expected to attend school full-time from 6th September 2021 (3rd September for Y7 and 12). Government guidance has made it very clear that it is vital for **all** children to return to school to minimise the possible longer-term impact of the pandemic on children’s education, wellbeing and wider development. Missing out on more time in the classroom risks students falling further behind. This means from 6th September 2021 (3rd September for Y7 and Y12), the usual rules on school attendance will apply, including:

- parents’ duty to secure that their child attends regularly at school where the child is a registered student at school and they are of compulsory school age
- school’s responsibility to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices, in line with the local authority’s code of conduct.

A register will be taken at 8:30 each morning during form time, during Lesson 1, Lesson 3 and at the start of the afternoon lesson (Lesson 5). The school will follow the DfE guidance on absence codes for students who fail to attend school.

Covid-19 Isolation related absence

Only students who have contracted Covid-19 or have been instructed by NHS Track and Trace will be able to access learning from home. All other students are expected to attend the academy to access their education.

If a student is absent due to contracting covid-19:

- A member of staff at the school will contact the student to discuss accessing lessons via Microsoft Teams.
- A Microsoft Teams Student Support Guide will be emailed to the student.
- A member of SLT will email an updated list of students isolating to staff each day.
- The teacher will invite the student to their online lesson prior to the lesson beginning.
- The teacher will place all required resources on Microsoft Teams prior to the lesson beginning.
- The student will then access the lesson being taught at school electronically.
- The student is expected to submit their work via Satchel:One/Microsoft Teams/Email.

2.5 Arrival and entry to the site

- All students should continue to arrive at **8.25** and enter the building through their allocated entrance:
 - Students in Years 12 and 13 should enter the site via the music entrance at the front of the academy building. They should make their way down to the Technology corridor for tutor time.
 - Students in Year 11 will enter the academy via the door near the field entrance across the concrete area. They will then move through the centre of the academy up to the BF Maths corridor for tutor time.
 - Students in Year 10 should walk down the service road at the right of the academy (walking on the right-hand side), they should walk around the back of the academy and enter via the bottom fire escape door, next to the field entrance, moving up to the AF English corridor for tutor time.
 - Students in Year 9 should walk down the service road at the right of the academy (walking on the left-hand side), they should enter through the bottom fire escape door, moving up to the AG Science corridor for tutor time.
 - Students in Year 8 should use the left-hand gate of the student entrance to the left of the academy and walk round the building to enter through the bottom fire escape door (near the field), moving up to the BG Humanities corridor for tutor time.
 - Students in Year 7 should use the right-hand gate of the student entrance to the left of the academy. They should use the Year 7 student entrance and make their way to the BL Life skills corridor for tutor time.

2.6 Break and lunch time

- Movement time to lunch may be staggered slightly to allow for queues. Radio message will ensure this works smoothly. Under DfE guidance '*it is no longer recommended that it is necessary to keep children in consistent groups (bubbles)*'. Food (including hot food) will be available in each zone at lunch time. Packed lunches will be allowed and will be seated in other areas.
- During break, students will be supervised by their Student Welfare Managers, Student Achievement Leaders and SLT.

2.7 Duties

- An extensive duty rota will be in place throughout the day.
- A specific duty rota will be shared with all staff.

2.8 Catering Staff

- Food will be served in all 3 locations and under DfE guidance '*it is no longer recommended that it is necessary to keep children in consistent groups (bubbles)*'.
 - Year 7 will use the hall serveries.
 - Year 8 will use the hall serveries.
 - Year 9 will use the diner serveries.
 - Year 10 will use the diner serveries.
 - Year 11 will use the atrium serveries.
 - Post 16 will use the diner serveries.
 - Any students wishing to access the 2 course dinner will use the special queue for this provision in the diner.
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- Catering staff will continue to wash hands with soap regularly, particularly before serving food.
 - Cashless catering will continue to apply. Wipes and hand sanitiser will be available at all serving stations and on entrance to each dining area.

2.9 End of the day

The end of the day will be 2.35 for all year groups (with the exception of Year 11).

Students should leave via the nearest exit, following the one way system.

Year 11 will access lesson 7 and will be dismissed at 3.30.

2.10 Policies

The following policies were reviewed signed off in August 2021:

- First Aid
- Administration of Medicines
- Students with Medical Conditions
- Toileting and Intimate Care
- Attendance
- Safeguarding
- Exclusions
- Behaviour
- Emergency Evacuation
- Remote Learning Guidance
- Health and Safety
- Home/Academy Agreement
- Sickness absence policy
- Uniform policy (face masks)

Updated policies will be available on the school website www.sirthomaswhartonacademy.com > Home > Menu> About us > Our Policies.

2.11 Toilets

- Year groups will have designated toilets before school, break time and lunch time.
- Students will not be permitted to go to the toilet in the first and final 30 minutes of lessons.
- Only one student per cubicle should enter the toilets.
- Duty staff will support the supervision of the use of toilets during break and lunchtime.
- Toilets will be checked regularly by the 'Vinci' team.
- All cubicles will be disinfected regularly.
- All teaching staff will have a radio. Teaching staff will radio for 'active support' to escort students to toilets during lessons. Reactive cleaners will be made aware of toilet use and clean the toilets regularly.

2.12 Cleaning

- There will be a reactive cleaner on site at all times.

- In each of these areas, cleaners will disinfect and wipe down all surfaces in these high frequency areas:
 - In toilets.
 - Stair railings, entrances to the buildings, lifts and staffroom offices.
 - Entrance to classrooms. All classroom doors will be wedged open to improve ventilation and so the handles don't have to be used.
 - Break and lunch locations before, during and after break and lunchtimes (this is undertaken by the catering team).
- The school will be cleaned every morning before school opens and at the end of the school day (a specific focus on door handles, desk surfaces).
- All classroom doors will be wedged open.

Hazards identified	Persons at risk	Key questions to review risk	Overview of information and actions taken regarding the hazard identified	Further action required (if any) / Comments
3.1 Infection control				
3.1.1 Risk - Spread of COVID-19 due to poor hygiene and infection control			<ul style="list-style-type: none"> • The table in section 2.1 on pages 5 - 6 outlines the key protective measures the school will take to deliver the nine essential controls identified by Public Health England. • All staff, students and visitors are required to wear face coverings (unless exempt) on public transport as well as dedicated school transport 	Follow any guidance given in case of a local outbreak. See outbreak contingency plan.
3.2 Staffing / facilities / compliance				
3.2.1 Staff shortages due to absence may compromise operational safety	Staff	<ol style="list-style-type: none"> 1. Calculate grouping sizes/likely attendance against number of available staff 2. Calculate groupings against statutory ratios 3. What provision is in place for monitoring and adjusting arrangements? 	<ul style="list-style-type: none"> • The health status and availability of every member of staff is regularly updated so that deployment can be planned. • All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure. • Sufficient cover supervisors/curriculum support officers are available. • Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles. • Staff have been trained /briefed across disciplines to avoid any single points of failure. • There are 25 qualified first aiders to cover the numbers of staff and students on site. • Operational SLT review at the end of each day. 	
3.2.2 Are measures in place to ensure registration processes are undertaken effectively and accurately?	Staff	<ol style="list-style-type: none"> 1. Is a paper-based system needed or can SIMs access be provided to all staff for whom it is needed? 2. Are systems in place for registers to be completed in a timely manner? 3. Are systems in place for registers to be returned to the office with minimal footfall in school? 4. Is school able to differentiate between those students expected/shielded/ being kept 	<ul style="list-style-type: none"> • Staff will take registers on Classcharts during tutor time (am reg), lesson 1, lesson 3 and lesson 5 (pm reg). These will transfer to SIMS automatically. • A member of the attendance/pastoral team will be available to contact home for students who don't arrive. • The attendance team track reasons for absence closely, on a daily basis, and monitor those absent due to Covid and Safeguarding issues. • All teaching staff will have radios. • Active support, key duty staff and reception staff will have radios. • Late arriving students will be spotted by gate duty staff who will radio a member of SLT on duty. Active support will ensure the students are registered and will take them up to the relevant learning space following the one-way system. • Enquiries emails will be checked regularly. Reception will be manned at all times (7.45 – 16:00). 	

		<p>at home / absent due to illness/ absent due to safeguarding concerns</p> <p>5. Has thought been given to how late arriving students will be taken to groupings?</p> <p>6. What provision is in place for monitoring and adjusting arrangements?</p>		
3.2.3 Risk of too many staff utilising toilet facilities causing cross contamination.	Staff	<p>1. What cleaning regime are staff expected to adhere to after use?</p> <p>2. How will cleanliness of handles and door plates be guaranteed to prevent cross contamination?</p>	<ul style="list-style-type: none"> Staff will have access to two sets of staff toilets in the building. All toilets will be clearly labelled and have available cleaning products inside to clean handles etc. Staff should maintain social distancing when moving around the building and follow all hygiene guidance given e.g. washing and sanitisation of hands. 	Follow any guidance given in case of a local outbreak. See outbreak contingency plan.
3.3 Classroom environments				
3.3.1 Risk of infection spreading within groups due to poor hygiene – Surfaces/handles/equipment are not clean or become contaminated during the day.	All	<p>1. What provision has been made for drying hands? Is this sufficient/sustainable?</p> <p>2. What routines are in place for good cough/sneeze hygiene? Is this sufficient/sustainable?</p> <p>3. Are interior doors propped open to minimise handle contact? Is a cleaning regime in place for handles/door plates?</p> <p>4. Are clear, high- profile reminders prominently displayed for children giving key messages?</p> <p>5. What provision is in place for monitoring and adjusting arrangements?</p>	<ul style="list-style-type: none"> Government document ‘guidance on hand cleaning’ to be shared with all staff and the principles of this with students. Lidded bins will be in every classroom to promote the ‘catch it, bin it, kill it’ approach’. All toilets in the building will be open. Reactive cleaners will be in place throughout the day to clean the toilets regularly. All teachers will have a radio. Students will be escorted to the toilet by a member of the ‘active support team’. An extensive ‘active support’ team will be in place every lesson, patrolling the corridors. All classroom windows should be left open during the lesson unless it disrupts the learning. All classroom doors should be kept open at all times, using the door wedges. If the weather is too cold, the windows can be closed but must be reopened over break and lunch. The school will be cleaned every morning before school opens (a specific focus on door handles, desk surfaces). 	Follow any guidance given in case of a local outbreak. See outbreak contingency plan.
3.4. Movement around school during day (children)				
3.4.1 Danger of cross-contamination from door handles, equipment etc in classroom, communal and public areas	All	<p>1. Will doors etc be kept open to minimise the need for them to be touched?</p> <p>2. What cleaning regime will be needed in order to ensure that handles and door plates are not sources of cross contamination?</p> <p>3. What hand cleaning regime will be implemented to minimise the risk of cross contamination from outside the classroom – eg provision of sanitiser/soap?</p> <p>4. How will this be labelled/clearly communicated to students?</p> <p>5. What provision is in place for monitoring and adjusting</p>	<ul style="list-style-type: none"> Students will then be based in separate year group locations during form time and to some extent during break and lunch time. Each of these areas include designated toilets and an outside space. On entry to the school, students will be directed to the relevant location. The locations are: <ul style="list-style-type: none"> Years 12 and 13 – 6th Form Study Area. Year 11 – Y11 study area; BF allocated toilets, field. Year 10 – BF corridor, BF allocated toilets. Year 9 – AG corridor and field, BG toilets. Year 8 – Lower atrium and field area, BL allocated toilets. Hall as indoor space if raining to avoid too many students in lower atrium. Year 7 – Lower atrium and Y7 outside area, BL allocated toilets. A clear one way system is in place and followed at all times. This system is taped to the floor on all corridors and staircases. This system will ensure there is no crossing. 	Follow any guidance given in case of a local outbreak. See outbreak contingency plan.

		arrangements?	<ul style="list-style-type: none"> Students must attend school in full school uniform as expected by the latest government guidance: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term An extensive 'active support' team will be in place on all corridors during lesson change over. All SLT and Associate Professionals support change over to ensure students move quickly. Active support team patrolling the academy all day. Doors will be kept open to reduce the need to touch door handles. Cleaning of spaces will take place every morning This will be communicated to parents via letter and posters will be displayed throughout the academy highlighting hand washing protocols. Students will not be allowed out of the classroom unsupervised at any time. In an emergency the active support system will be used and SLT will collect/escort the student. A member of SLT will be constantly present in each part of the school and any issues/messages can be relayed. All teaching staff will have a radio. Students will be escorted to the toilet during lessons time. 	
3.4.2 Danger of Cross contamination in communal facilities	All	1. What provision is in place for monitoring and adjusting arrangements?	<ul style="list-style-type: none"> Students will then be based in separate year group locations during tutor time, and to some extent at break time and at lunch time. Each of these areas includes designated toilets and an outside space. On entry to the school, students will be directed to the relevant form group locations as outlined above. A clear one- way system is in place and followed at all times to ensure social distancing on the corridors. This system is taped to the floor on all corridors and staircases. This system will ensure there is no crossing or overtaking. Students must attend school in full school uniform as expected by the latest government guidance: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term An extensive 'active support' team will be in place on all corridors during lesson change over. Active support team patrolling the academy all day. Doors will be kept open to reduce the need to touch door handles. Cleaning of spaces will take place every morning. 	Follow any guidance given in case of a local outbreak. See outbreak contingency plan.
3.5 Safeguarding / First Aid				
3.5.1 Risk of increased safeguarding/ pastoral needs following self-isolation – risk of pastoral worker/ safeguarding lead cross contaminating individuals and groups	All	<ol style="list-style-type: none"> What provision has been made for pastoral/ safeguarding support? Have reporting lines been reinforced? How will pastoral support be provided while maintaining social distancing – can outside spaces be utilised? What consideration has been made to access by social workers/Early Help etc – how will this be managed? What provision is in place for 	<ul style="list-style-type: none"> Staff will be briefed around the need to be vigilant to concerns over student wellbeing/abuse. Students who are absent due to Covid shielding will receive welfare calls from the attendance team. All safeguarding training is up to date and reporting will follow the established channels to the safeguarding team. Access to counselling, social care, Early Help will continue via phone or zoom calls if deemed necessary to keep children safe. 	

		monitoring and adjusting arrangements?		
3.6 Suspected / Confirmed Cases				
3.6.1 Risk of contamination spreading as symptomatic child continues to mix with staff / children	All	<ol style="list-style-type: none"> 1. Has a clear message been communicated to all stakeholders that any child with a raised temperature or cough will be sent home? 2. Have good hygiene systems been put in place to ensure basic sneeze/cough/hand hygiene is consistently adopted? 3. Has a well-ventilated area been allocated to 'hold' children with symptoms in isolation until they can be collected? 4. What arrangements are in place for supervision while a child is in the isolation space? 5. What provision is in place for monitoring and adjusting arrangements? 	<ul style="list-style-type: none"> • Anyone displaying symptoms will be sent home immediately and asked to book a PCR test. They will be asked to inform the school of the result and asked to isolate until test results are deemed negative or until the isolation period has ended and symptoms no longer persist. • Any student showing symptoms who cannot leave the premises straight away, will be moved to a room where they can be isolated behind a closed door. (Office opposite attendance/first aid so they can be supervised). A window will be opened for ventilation. If they need to go to the toilet while waiting to be collected, they should use a separate toilet (access toilet on BL corridor). The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else. • This message will be communicated to all staff, parents and governors. We will continue to liaise with the member of staff on their condition and eventual return to school. • If a member of staff displays symptoms they should leave the academy immediately and book a PCR test. Staff should inform the academy of the result. 	
3.7 Health and Wellbeing				
3.7.1 Risk to staff mental health and well-being	All	<ol style="list-style-type: none"> 1. What is in place to reassure staff they are working in as safe an environment as possible? 2. Have staff been asked what they need to feel safe? 3. What is in place to ensure that staff have opportunities for self-referral to mental health support? 4. What is in place to provide opportunities for confidential conversations/counselling sessions? 	<ul style="list-style-type: none"> • Communication with staff is prioritised to ensure clarity of procedures and reassurance around safety measures being put in place. • Staff suffering with mental health issues are advised to contact their GP initially, but there are counselling services available, including bereavement counselling through the MAST service. Staff should contact a senior leader in school if they require this service • Wellbeing/mental health issues are discussed with students during Lifeskills/assemblies and at other appropriate opportunities. • Age-appropriate websites/resources are provided for students. • Staff are directed to useful websites and resources that they might find helpful themselves. • Line managers stay in touch regularly with staff and check that they are well. • Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their students. • Appropriate work plans are agreed with staff and support is provided where necessary. • Staff working from home help to provide remote learning for any students who are not at school. • Staff are considered as individuals and managed accordingly. • Wellbeing and work-life balance are promoted with all staff. • The school has access to trained staff who can deliver any bereavement counselling and support. Staff can self refer through HR. 	Follow any guidance given in case of a local outbreak. See outbreak contingency plan.

Section 4 – Mass Testing Risk Assessment - Mass Testing will no longer be needed in educational settings

Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
			Probability	Severity	Risk	
Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19 (including a fever and/or new persistent cough). If returning from abroad and unvaccinated they must follow government guidance. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two meter social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders, if necessary, from reception, queue management & sampling staff. • A one-way flow of subjects through the building to be maintained at all times. Compliance with this is to be ensured by staff out on duty as cross over times. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects 	1	4	4	Monitor the situation. Reintroduce masks if situation worsens.
Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & registration	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Social distancing: Registration staff to remain two metres from registering adults/students at all times. • Registering staff to wear face masks if they are NOT behind the reception window. • Registering staff to regularly use hand sanitizer • Adults/students to hand sanitise upon entry • Social distancing: Adults/students to be queued with 2 metre spacing. • Do not allow too many visitors in reception at one time. If numbers are too large they should wait outside. 	1	4	4	Monitor the situation.
Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Adults/students to conduct the testing under the supervision of the tester. No physical contact to take place. • Adult/student to pick up and open the testing swab from a table rather than it being handed over. • Adult/student to place swab into solution which is already on the desk without touching the test tube. • Tester to then pass the test tube onto the processor. 	1	4	4	Monitor the situation.
Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All testers and processors to wear PPE gloves at all times. • All processors to change PPE gloves after each test • All testers to change PPE gloves after each session • All staff involved in testing to wear a face mask, face shield, apron and gloves. 	1	4	4	Monitor the situation.
Contact between samples and sample testers increasing the transmission of	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Staff disposing of samples and waste will wear full PPE (Face mask, face shield, gloves and apron) • Waste will be securely disposed on in clearly marked disposal bins. 	1	4	4	Monitor the situation.

COVID19: <u>Sample disposal and waste disposal</u>						
Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 2 identical barcodes are provided to subject at check in • The subject registers their details to a unique ID barcode before conducting the test • 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 	1	3	3	No Action
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within 2 hrs of registration • Subjects are called for a retest 	1	1	1	No Action
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> • 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. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • 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. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	1	1	1	No Action

Section 5 – Testing Data Protection

Hazards Identified	Persons at risk	Actions Taken
Inexperienced staff do not handle sensitive personal data appropriately	Person being tested	<ul style="list-style-type: none"> All staff to have up to date data protection training. Remind staff that all personal data should be kept securely and only shared where essential to the process. Online data protection training is available for new staff
Valid consent is not held before testing occurs.	Person being tested	<ul style="list-style-type: none"> The process includes checking consent before the test is carried out. Data subjects can opt out at any stage. Under 16s parents will consent on behalf of their child in an online form beforehand.
Documents are left on show in the registration or recording desks	Person being tested	<ul style="list-style-type: none"> Documentary kept electronically where possible. Desks arranged so data of others cannot be seen. Devices should be locked or shut down when not in use. Desks should be cleared of any data at the end of each testing session.
Results are shared with the wrong recipient or their parent/carer	Person being tested	<ul style="list-style-type: none"> Staff involved in contacting parents/students to match contact details and date of birth with data from the schools MIS to minimise the risk of misidentification.
The portable devices used to scan barcodes store information about the tests in the browser cache.	Person being tested	<ul style="list-style-type: none"> Web browsers are used in private mode to make sure no data is stored. Browser sessions to be closed down at the end of each session. Devices to be locked away when not in use.
Test documentation and registers are shared with all staff	Person being tested	<ul style="list-style-type: none"> Any documentation, either electronic or paper, must be stored securely with restricted access to the staff involved only. Do not save in the 'All Staff' document storage area Spreadsheet must be password protected.
Identity of a positive test subject is shared with close contacts	Person being tested	<ul style="list-style-type: none"> When sharing close contact information then the identity of the positive case should remain anonymous.
Staff informing parents of a positive test are overheard in school office	Person being tested	<ul style="list-style-type: none"> Phone calls to be made in a private office.
Test results are discussed amongst staff	Person being tested	<ul style="list-style-type: none"> Staff to respect the highly sensitive nature of the data. Only essential staff to know of positive cases