

## Beech Green Covid-19 Risk Assessment for full return March 2021

<b>Risk Inventory</b> (add or delete from the following list)		<b>Control Measures Adopted</b>		<b>Are any further control measures required to control the risk?</b>
Activity/Area	Potential hazards			<b>Yes/No</b>
Building	Premises malfunction	All Health & Safety compliance checks, servicing etc. up to date		No
Deliveries	Visitor on site	Deliveries taken via end corridor door; visitors allowed on site by appointment only and hygiene and distancing requirements explained to them on entry.		No
Hygiene	Contamination	Posters displayed on handwashing; soap and hand sanitiser readily available; children wash hands on entry/before leaving school, before and after eating, after coughing or sneezing; frequent hand washing throughout the day; number of pupils using the toilet at any one time limited; sanitising spray and towels in classrooms for use by members of staff; staff/adults to use the sanitising spray provided to wipe taps, door handles and toilet handles after use.		No
Drop off and Collection	Social contact	Entry points to school signposted to parents; one way system for dropping off and picking up; staggered times for drop off and pick up with gates being opened at different times to enable flow; one adult to drop off and pick up wearing mask; no gathering in the playgrounds or stopping in groups; gates monitored by staff to minimise contact; markings outside school for social distancing where queues likely.		No
Movement around building	Contact between bubbles	External doors to classrooms used; children not in corridors except when accessing hall – which must be timetabled so no cross over of bubbles; all doors, that can be, to be propped open so contact with handles etc. kept to a minimum.		No
Classrooms	Contact	Children taught in year group bubbles at desks all facing the same way and children stay at the same chair/desk for all sessions; children have their own set of pens, pencils etc. stored in their own tray; no items brought in from home other than coat		No

			(back of chair) snack, water bottle and packed lunch if not having school lunch; shared resources regularly cleaned and if shared between bubbles sanitised or stored away for 72 hours before use by another bubble; year group bubbles not to mix for sports, playtimes, assemblies, playtimes etc.; bubbles allocated specific areas of the playground/field; staff to stay within one bubble where possible and should maintain social distancing as far as they are able; all rooms well ventilated where possible.	
	Lunchtimes	Distancing	Staggered lunchtime; hot meals to be eaten in hall except for years 3 and 4 who will eat in one classroom per year group; packed lunches to be eaten outside in designated year group area, weather allowing, but in hall if too wet/cold (except for years 3 & 4 who will use the other year group classroom) bubbles to be maintained on the playground/field; tables to be wiped down after children have eaten; member of play team allocated to bubble where possible; lunches plated in hall/kitchen, except for year 3 & 4 which will be served from hot trolley in corridor outside kitchen.	No
	Staff	Distancing	Staffroom not used for gatherings; staggered break times and lunchtimes; staff to take breaks in IT suite/café area/staffroom so social distancing possible. Masks to be worn in general areas.	No
	Communication	Distancing	Parents/carers encouraged to telephone or email office with queries. No adults in school without prior appointment.	No
	Staff moving between bubbles	Infection control	Staff are allowed to move between bubbles but this will be limited. Strict social distancing (2 metres where possible) between staff members and children should be adhered to if this does happen.	No
	First Aid	Suspected case for Covid-19	Child/staff member should be isolated from rest of bubble. PPA to be worn by anyone sitting with/administering first aid to suspected case.	No
	Illness	Infection	Any child or member of staff who is unwell should not attend school. Anyone with symptoms of Covid-19 should arrange a test immediately and inform school that they have done so and the result of that test when known.	No

	Visitors	Track & Trace	A record to be kept of all visitors to include name; phone number; date of visit; arrival and departure times; who/where visiting.	No
--	----------	---------------	--	----

### Appendix: Lateral Flow Device Testing of Staff (Primary Home Testing Programme)

School: Beech Green Primary School

Date Completed: 5<sup>th</sup> February 2021

This risk assessment is should be read in conjunction the school's full risk assessment

Hazard	Who is at risk?	Controls to alleviate risk	Further action required
Consent not obtained for testing	All staff and regular visitors	<ul style="list-style-type: none"> <li>• Consent will be obtained for periodic lateral flow device (LFD) testing prior to the issuing of home test kits</li> <li>• Any individual who has previously had COVID-19 should have a lateral flow test</li> <li>• Anyone who is COVID-vaccinated should undertake normal testing and will need to isolate if they test positive or identified as a close contact</li> </ul>	
Risk of data being collected and stored without consent		<p>Ensure that all staff are aware of (via the Privacy Notice):</p> <ul style="list-style-type: none"> <li>• how their data will be kept and used - Data shared with school</li> <li>• Personal Data will be involved</li> <li>• Processing of personal data after a positive response explained</li> <li>• Staff rights</li> </ul>	
Lack of training/ awareness/ competence	All staff and regular visitors	<ul style="list-style-type: none"> <li>• All staff have received appropriate training in self administering an LFD test</li> <li>• All staff will have received an instruction handout and signed to state they have understood the testing process. Staff must ensure they use the correct version (V1.3.2) not the instructions that are in the box</li> <li>• The COVID coordinator oversees testing arrangements (including distributing the test kits for staff), recording this on the Test Kit Log, providing monitoring of standards and opportunities to conduct further training are provided if needed.</li> <li>• All staff have seen and read this asymptomatic testing risk assessment.</li> <li>• The Registration Assistant will record all staff test results onto a local database as well as updating the Test Kit Log.</li> </ul>	

		<ul style="list-style-type: none"> <li>The instruction handout (V1.3.2) that are included with testing kits explain how to complete a swab of the mouth and nose and then how to process the test.</li> </ul>	
Inappropriate storage of equipment	All staff and regular visitors	<ul style="list-style-type: none"> <li>Unused tests, ready for collection are stored in a secure lockable area with ambient temperature of between 2 and 30°C.</li> <li>Tests are collected by staff and stored in an environment between 2 and 30°C. They should not be kept in a car, fridge or any place in the home where temperatures fall above or below the recommended storage temperatures.</li> <li>At time of use the tests temperature should be 15-30°C. If it's below this then leave it at room temperature for 30 minutes before beginning the test.</li> <li>Unused tests are stored in maintained outer packaging to prevent contamination.</li> <li>System in place for stock control and units used, monitored by COVID Co-ordinator</li> </ul>	
Capacity to safely collect test kits	All staff and regular visitors	<ul style="list-style-type: none"> <li>Staff will collect their tests from a designated area.</li> <li>Staggered and controlled entry into the collection point. Overseen by COVID Coordinator.</li> <li>Social distancing (2m) achieved before, during and after collection of the test.</li> <li>Temperature for collection should be between 2 and 30°C.</li> <li>This area should be subject to a clean-as-you-go routine to avoid risk of transmission and contamination.</li> <li>The COVID Coordinator will record the batch number of the test an individual takes home in case of recall or other product issues.</li> <li>Supply staff should be tested before they commence teaching if consent is received.</li> <li>Staff to not open test at school and instead take home to open. Staff to open only when they are about to take the test.</li> </ul>	
Inadequate hand and respiratory hygiene	All staff and regular visitors	<ul style="list-style-type: none"> <li>Hands should be washed after blowing nose</li> <li>Use the waste bag available to dispose of tissue and other waste (including test, swab, etc. after use).</li> </ul>	

		<ul style="list-style-type: none"> <li>All surfaces should be wiped clean before and after every test, to avoid contamination.</li> </ul>	
Timing of testing	All staff and regular visitors	<ul style="list-style-type: none"> <li>Staff to be communicated with that testing is only for asymptomatic identification not for those presenting with symptoms. No-one should attend site if they have COVID symptoms.</li> <li>Tests are only for the use of the person assigned the kits – they should not be taken by anyone else</li> <li>The testing routine will consist of two tests 3 to 4 days apart (if this isn't possible, they should be spaced apart, around staff working hours, and still conducted twice a week), testing should not take place within 30 minutes of eating.</li> </ul>	
Correct test set-up to avoid cross contamination and transmission	All staff and regular visitors	<ul style="list-style-type: none"> <li>Do the test alone, to avoid the risk of contamination.</li> <li>The test area should be well lit and have good airflow.</li> <li>The ambient temperature should be 15-30°C for the lateral flow devices to operate and 2-30°C for storing them.</li> <li>Lateral flow test cartridges should remain on a clean, flat surface such as a table.</li> <li>Staff who have suffered a recent nose bleed should swab the other nostril</li> <li>If staff have a nose piercing, they are advised to swab the other nostril. If both sides are pierced, remove piercing on one side before swabbing</li> </ul>	
Staffing	All staff and regular visitors	<ul style="list-style-type: none"> <li>Adequate numbers of staffing are available to cover both roles as identified within the guidance - COVID Coordinator + Registration Assistant. These roles can be combined if necessary.</li> <li>Contingency staff are available to cover any absence or emergency. (Staff should be regularly involved to maintain competence).</li> </ul>	
Isolation of staff who test positive	All staff and regular visitors	<ul style="list-style-type: none"> <li>If a staff member tests positive using the LFD then they should book a PCR test as soon as possible and isolate. Inform the school of the test result.</li> <li>The current national policy does not require close contact self-isolation as a legal requirement for LFD results until the positive,</li> </ul>	

		confirmatory test result, but in the interest of public health, contacts should self-isolate.	
Running out of tests	All staff and regular visitors	<ul style="list-style-type: none"> <li>• The information on the Test Kit Log will identify what, and how much equipment is being delivered.</li> <li>• The stocks will be monitored and re-ordered where applicable by the COVID Coordinator.</li> </ul>	
Recording and Reporting	All staff and regular visitors	<ul style="list-style-type: none"> <li>• Each member of staff will need to record any result on the government website <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> and inform the Registration Assistant of their result at <a href="mailto:lateralflowtestresults@beechgreen.gloucs.sch.uk">lateralflowtestresults@beechgreen.gloucs.sch.uk</a></li> <li>• Any clinical issues using the test kits (that cause staff members physical harm) need to be reported to <a href="https://coronavirus-yellowcard.mhra.gov.uk/">https://coronavirus-yellowcard.mhra.gov.uk/</a> In the event of any emergency issue staff should contact 111 or 999.</li> <li>• Non—clinical issues such as faulty/ broken equipment should be resolved by contacting 119.</li> </ul>	
Incorrect result, wrong samples or miscoding of results	All staff and regular visitors	<ul style="list-style-type: none"> <li>• Detailed operating arrangements are provided in the instruction handout. Resources and training in order to minimise the risk of incorrect allocation or recording of results.</li> <li>• Instructions are followed as per the handout</li> <li>• Monitoring of process and staff competence is undertaken regularly.</li> <li>• If a staff member records two void tests in a row (this is very unlikely), they should then get a PCR test.</li> </ul>	