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| School Name: | King's School, Chester |
| Risk Assessor's Name: | Hayley Jordan |
| Risk Assessment Date: | 31 December 2020 |

This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of the school conduction COVID Testing on Senior School Pupils and Staff Members

This Risk Assessment must be used in conjunction with the main COVID-19 Risk Assessment.

| Assessment Description of Hazard | Who could be harmed and how? | Existing Control Measures | Additional Action Required? (Yes / No) | Action Ref. No. |
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| Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe. | Pupils and Staff | Safeguarding Policy was updated and approved by Governors in November 2020. The DSL team are not involved in the testing so are able to continue their duties as normal. The pastoral teams will continue to work as normal. Staff will be consulted through the JSCC on this risk assessment and will be made aware of the safety procedures in place to conduct the testing safely. Contracted, trained staff will carry out supervision of the swabbing and processing the tests. All support staff assisting with the testing will receive training and PPE The KLT will regularly update staff and also keep a close watch on staff and pupil morale. | Yes | 001 |
| Government advice not being regularly accessed, assessed, recorded and applied. | Pupils and Staff | Governmental advice is reviewed by the KLT as soon as it becomes available. ISBA, HMC and other professional bodies are also producing regular updates and webinars that are being attended by at least one member of the KLT. All guidelines and advice are being adhered to. | Yes | 002 |

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| <p>Staff and parents do not know or understand the 'system of controls' and how they are applied.</p> | <p>Staff, Pupils and Parents, also School Reputation</p> | <p>Staff will be consulted with through the JSCC, and are sent daily updates from the Headmaster/Government Briefings. Staff have been briefed that it is their responsibility to read and action this daily briefing for their own safety and the safety of others.</p> <p>Parents are receiving regular updates.</p> <p>The main COVID risk assessment remains in place and has been read by all staff.</p> <p>Pupils will continue to be reminded of the control measures during form time, and there are numerous reminders on posters around the school.</p> <p>Each pupil and parent will be tightly controlled throughout the testing process by trained staff.</p> <p>The following controls will be in place throughout the testing process, some of which will overlap the main risk assessment:</p> <p style="padding-left: 40px;">Parents will be reminded not to bring pupils in for testing that are showing symptoms of COVID-19 or have recently been a close-contact of someone with a positive result.</p> <p style="padding-left: 40px;">During the registration part of the process pupils will be asked about their health and recent contacts to minimise contact with individuals who are either showing symptoms of COVID-19, or been a close contact with someone who is positive for COVID-19.</p> <p style="padding-left: 40px;">Face coverings will be worn by pupils entering the testing area.</p> <p style="padding-left: 40px;">The testing team will be wearing full PPE</p> <p style="padding-left: 40px;">Pupils will use hand gel when entering the testing area.</p> <p style="padding-left: 40px;">Enhanced cleaning will take place in the testing area, and antibacterial wipes will be available on every surface for regular cleaning. ECV cleaners will not be used as per their individual Risk Assessments.</p> <p style="padding-left: 40px;">Social distancing will be maintained wherever possible.</p> <p style="padding-left: 40px;">The testing space will be well ventilated.</p> | <p>Yes</p> | <p>003</p> |
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| | | If a pupil or member of staff tests positive for COVID-19 the NHS Test and Trace process will be carried out. The local Health Protection Team will also be contacted for advice and direction in handling the positive case. | | |
| Changes not regularly communicated to staff, pupils, parents and governors | Staff, Pupils, Parents and Governors – also school reputation | Governmental guidance is reviewed by the KLT. ISBA, HMC and other professional bodies are also producing regular updates and webinars that are being attended by at least one member of the KLT. Governors will be kept up-to-date at all stages of the testing programme, including reviewing this risk assessment and planning documentation. All changes will be reported to staff, parents and Governors as soon as possible after changes occur. | Yes | 004 |
| Changes to assessments, procedures and other important matters not reviewed by Governors | Governors | The Headmaster and Clerk to the Governors ensure that Governors are kept informed of all details that are relevant. | Yes | 005 |
| Insurers and / or brokers not updated with school's plans | School Reputation and Finances | Hettle Andrews will be shown the school's plans and risk assessment for their approval. The school will not be working outside of Governmental guidelines | Yes | 006 |
| Insufficient liaison with local authority and health protection team over testing and actions. | Pupils, Staff School Reputation | The school already has links in place with their local Health Protection Team, and have been in regular contact since September 2020. The school strictly adheres to their guidance and direction. | | |
| Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents. | Pupils, Staff School Reputation | The school already has links in place for the Track and Trace process and have effectively liaised with parents and staff during any previous positive cases. The school will continue to strictly adhere to the track and trace programme, and will also continue to maintain the practices within school that allow for effective track and trace procedures such as bubbles, and seating plans. | | |

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| Insufficient systems and staff to support training, testing and contact tracers. | Testing Staff, Pupils, Staff, School Reputation | The school has hired professional testers, and will be supported by the King's Support Staff. Facilities staff will maintain safety of the car park All staff will receive training, and complete a competence test before being permitted to carry of testing. The KLT will contact the parents of any positive cases and also conduct a test and trace process for each positive case | Yes | 007 |
| Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures. | Staff Pupils, Staff School Reputation | The track and trace programme has been running successfully within the school since September 2020, and all relevant staff have had the opportunity to practice their track and trace procedures. The track and trace procedures are led by members of the KLT, and Governors are informed of each positive case and resulting absences due to self-isolation. The track and trace programme will continue using the current systems to support serial testing. | | |
| Training and testing activities insufficient | Testing Staff, Pupils, Staff, School Reputation | The school will only be conducting training using Government training packages. The testing lead will ensure no staff conduct any testing until they have proved they have conducted and passed competency test. | Yes | 008 |
| DfE advice to keep groups separate (in "bubbles") not being fully implemented where appropriate. | Staff and Pupils | The school already has established bubbles for each year group in the school. Testing will be conducted in year group bubbles. Social distancing will also be in place for each member of staff being tested | Yes | 009 |
| Each bubble not properly analysed and risk assessed to consider switching to remote learning. | Staff and Pupils | The school already has set protocol of switching to the Remote Learning Programme if a positive case results in 30% of pupils needing to self-isolate. The school has planned to serial test up to 100 pupils per day, if figures rise above this number, or significant positive cases are discovered, then the Remote Learning Programme will be implemented | | |
| The definitions of "close contact" and the trigger for a pupil/staff to self-isolate not understood. | Staff and Pupils | The KLT have regular updates from the Government and professional bodies, and fully understand the definition of 'close contact'. The KLT run all decisions through the Local Health Protection Team, for their approval or further direction and guidance | | |

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| Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements not updated on a regular basis. | Staff and Pupils | The track and trace procedures are led by a member of the KLT. Records are kept on ISAMS and separate records are kept of pupils who are self-isolating and their return date to school. The school has a bubble for each year group, restricted classroom movement and set seating plans. The same track and trace programme will be used to inform the serial testing programme. | | |
| Insufficient information to identify close contacts of symptomatic individuals and support contact tracing. | Staff and Pupils | The school will continue to strictly adhere to the track and trace programme, and will also continue to maintain the practices within school that allow for effective track and trace procedures such as bubbles and seating plans. | | |
| No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff. | Staff and Pupils | The school has an effective Remote Learning Programme in place for pupils who are self-isolating for a positive result or have not consented for serial testing. This programme will be implemented with 24 hours. The school has a number of supply agencies if the internal cover programme is too stretched. | | |
| Insufficient preparation to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate. | Staff, pupils and Parents School reputation | The track and trace programme is led by a member of the KLT and the KLT work together to inform parents and staff as soon as possible of those needing to self-isolate. After each positive case, parents are informed (without names) of the positive results. Staff are also informed of all positive cases, and which pupils are needing to self-isolate for both academic and pastoral support. | | |
| Explanatory testing letters / emails not sent to parents / pupils, staff and governors. | Staff, Pupils, Parents and school reputation | The KLT have ensured that parents, staff and Governors have been informed of all details of the testing programme. Parents have the opportunity to ask for clarity from members of the KLT. Staff will be fully consulted via the JSCC and also receive updates ahead of any parental letters. | | |
| No school "COVID-19 Testing Privacy statement". | Staff, Pupils, Parents and school reputation | A COVID-19 testing Privacy Statement has been written in conjunction with governmental and GDPR guidelines and communicated to Governors, staff and pupils. | Yes | 010 |

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| Testing data not recorded securely with consideration given to deletion after 14 days. | Staff, Pupils, Parents and school reputation | The school has plans for all internal records to be destroyed after 14 days and no records to be kept on the school database. | | |
| Those that have had “close contact” with someone tested positive for COVID-19 do not know they are able to return to school if they agree to a test once a day for 7 days, and the test is negative. | Pupils and Parents | Parents have been informed that their child will be able to continue coming to school if they consent and are tested each day for 7 school days, and their results continue to be negative. Parents have also been informed that their child will need to self-isolate if they do not consent to the serial testing programme. | | |
| Age-appropriate consent statement for testing (under / over 16) not properly completed. | Pupils, Parents and Staff | Consent forms have been sent to parents. A record has been kept of all consents and non-consents. All consents will be checked at the Reception of the testing area, and any pupil or staff member arriving for test without consent will not be permitted to take the test. | | |
| Test instruction posters, booklets, FAQ and briefings not readily available and apparent. | Pupils, Parents and Staff | All instructions have been communicated with parents and staff. Posters will be visible in the testing area. Trained staff will be assisting the testing. | | |
| Tests not supervised or conducted by trained staff. | Staff and Pupils | The school has employed contract staff who are experienced testers. All other staff that may be used for testing will conduct the Governmental training programme and their pass certificates will be checked and recorded. | Yes | 011 |
| Testing area not sufficiently controlled to limit access to testers, those being tested and supervisors | Staff and Pupils | The testing area will be strictly controlled to those who are testing and inputting data. Pupils and staff who are being tested are spread throughout the day, so entry is conducted in bubbles for pupils, and a separate testing station for use by staff. Parents will only be permitted access for very anxious pupils and will be limited to only one parent. A reception desk will be positioned outside the testing area to control entry. | | |

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| Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated. | Testing Staff, Staff and Pupils | <p>The testing desk will be separated by three metres, and will have a pull up screen between each station.</p> <p>The processing desks will be separated by three metres and will have pull up screens between each station</p> <p>There will be dividing boards between testing and processing tables.</p> <p>The data input desk will be separated by three metres and will have an individual screen on the desk.</p> <p>Hand gel and antibacterial wipes will be provided for each desk</p> <p>The hall being used for testing has numerous windows which will be open in the testing area.</p> | Yes | 012 |
| Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised. | Testing Staff, Staff and Pupils | <p>Two testing leaders have been appointed to ensure distances are being maintained.</p> <p>The Head of Estates has been given a set up plan which will be checked before testing begins.</p> <p>All testing staff will be continually supervised by one of the testing supervisors, and will receive daily safety briefs.</p> <p>The school have employed experienced testers who are well aware of social distance requirements.</p> | Yes | 013 |
| Staff assisting with taking and processing swabs not wearing appropriated PPE. | Testing Staff | <p>PPE will be provided by the Government.</p> <p>Testing staff will be trained on what PPE they should wear and how to put on and remove safely.</p> <p>The testing leads will ensure PPE is being used correctly.</p> <p>The school have employed experienced testers who are well aware of the correct PPE protocols.</p> | Yes | 014 |
| Process of swabbing not following training and / or updated guidance. | Testing Staff, Staff and Pupils | <p>All staff supervising swabbing will conduct governmental training before being permitted to supervise the testing.</p> <p>The school have employed experienced testers to supervise the swabbing desks.</p> | | |
| Tested sample incorrectly handled safely during the process including disposal. | Testing Staff, Staff and Pupils | <p>All staff processing the tests will conduct governmental training before being permitted to staff the processing desks.</p> <p>The school have employed experienced testers who will be working on the test processing desks.</p> | | |

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| Process for informing parents / pupils / staff not understood and implemented. | Staff, Pupils and Parents | Any positive results will be passed to the KLT members who are experienced in the track and trace and communication programme for informing parents of a positive result and thereafter conducting an effective track and trace process. | | |
| The process of barcoding, recording and communicating test results is not accurate and supervised | Staff and Pupils | At the time of writing this RA, details of this procedure are not known. Testing will not begin until this information has been received and training conducted. | | |
| Inadequate supervision / checking to ensure equipment handled correctly and not shared. | Testing Staff | Each desk will be given their own equipment so there is no requirement to share. The testing lead will supervise the testing area at all time. The testing lead will have access to spare equipment if needed. Testing staff will be briefed daily of the safety requirements of not sharing equipment. | | |
| Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented. | Testing Staff, Pupils and Staff | The Government training will explain this process. The school have employed an experienced team who understand the process fully. The testing lead will brief the testing teams daily on what to do with failed tests. | | |
| Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed. | Testing Staff | The testers will receive governmental training on how to process tests and their competency will be verified before testing begins. The school have employed an experienced team who understand the process fully. The test leader will ensure the correct procedures are being used when handling and using the extraction fluid. | | |
| The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff? | Testing Staff/Cleaning staff | Only the approved Governmental training will be used. The cleaning staff will adhere to the current cleaning risk assessment and PPE requirements. ECV cleaners will not be used as per their individual Risk Assessments. | | |

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| Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmation test or self-isolating unnecessarily after a confirmatory PCR test might have cleared them as having a false positive. | Staff and Pupils | Parents and staff have been given clear guidance on what to do following a positive lateral test. Parents and staff will be reminded of the requirements and actions that must be taken following a positive lateral test when contacted by the school. The school will require parents to show the results of a negative PCR test before the pupil and member of staff can return to school. The school will require the parent or member of staff to confirm a positive PCR result so a full track and trace process can be conducted. | | |
| Key layout requirements including staff not being fully met. | Testing Staff, Staff and Pupils | A full layout design has been given to the Head of Estates. The layout design will be checked by the testing lead before testing will commence. | | |
| Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner) | Testing Staff, Staff and Pupils | 20 staff have been allocated to the testing programme – enough for five testing and processing stations, and car park safety, reception and data recording. This also allows for spare staffing. Other members of the support staff will be trained if necessary. The testing programme will be lengthened if any staff shortages occur | | |
| Training time and content inadequate (3 hours with introduction video, on-line training and assessment plus rehearsal.) | Testing Staff, pupils and staff | A training programme was received by the school on 2 January 2021, and completed by the Testing Lead. Sufficient time will be allocated to all staff to conduct the training before testing begins, and no testing will be conducted until the full team are trained. | | |
| Consent forms are not available and properly completed? | Pupils, parents and staff | Consent forms have been sent to staff and parents. Results from the consent forms have been directly printed into a working sheet. Consent will be check by the testing reception desk before the test will be permitted. | | |
| Test site flooring is not non-porous. | Testing Staff | Flooring is non-porous. | | |
| Test site is not well lit with a good airflow | Testing staff, staff and pupils | Testing site is well lit and has good airflow. | | |

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| Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system. | Testing staff, staff and pupils | The testing area will be set up as a one-way system | | |
| Test chair in the swabbing bay not a minimum of 2m apart. | Testing staff, staff and pupils | The swabbing bays will be at least two metres apart | | |
| Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by. | Testing staff, staff and pupils | The swabbing desk and processing desk will not be more than one metre apart, but will have a protection board between each desk | | |
| No clear division and demarcation between swabbing and processing area. | Testing Staff and privacy | These areas will be divided by notice boards. | | |
| Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed. | Testing staff, staff and pupils | Each bay will be provided with a large bin and the correct colour bin bag. There is a separate waste disposal instruction. The Head of Estates is to contact ASH Waste on 4 January to arrange for medical waste collection Regular cleaning will take place during each day, as per the NHS training. In addition, an enhanced cleaning programme will take place every 24 hours using fogging machines. ECV cleaners will not be used as per their individual Risk Assessments. | Yes | |
| Disorderly entry, processing, social distancing and exit movement. | Testing staff, staff and pupils | There will be KLT staff to ensure good behaviour by pupils. The Testing Lead will also be supervising the entry and exit of pupils to ensure their safety, and the safety of the testing teams. | | |
| Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access. | Staff | Only the facilities team who are manual handling trained will be permitted to lift and move the various packages, using the equipment available to them. Testing staff will only be required to handle light weight items. | | |

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| Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C. | School Reputation | The storage area will be maintained between 2-30 degrees. The testing area will be maintained at 15-30 degrees and several thermometers will be placed around the area to ensure this temperature is being checked regularly. | | |
| No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call. | Staff and Pupils | The Risk and Compliance Committee represent the Governing Body and will have access to testing plans and this Risk Assessment for approval. The Bursar is the Testing Lead – notified to DfE. The KLT are all informed and meet regularly to discuss the testing plans, and will approve planning and this risk assessment. There is a known method of contacting each member of the KLT and Chair of the Risk and Compliance Committee | | |
| No school representative identified to liaise with local authorities and local health protection team. | School Reputation | The Senior Deputy Head has a clean link to the local Health Protection Team, and has regularly contacted them since September 2020. All positive cases are reported to the local HPT and the school adheres to their guidance and direction. The Senior Deputy Head also attends all PHE and Local HPT webinars. | | |
| No system to communicate with staff who are unable or have not returned to school for fear of infection. | Staff | The KLT and HR Team will work with any member of staff who does not return to work due to fear of infection. The school has set protocols for dealing with this situation, and has access to professional, external advice if needed. | | |
| Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school. | Pupils and Parents | Parents receive regular communications from the school about COVID information and this testing programme. All parents can write to the Headmaster, Form teacher and member of the KLT if they require any information. The school's Risk Assessment is available for viewing by parents on the school's website. | | |
| No staff, pupil and / or parent health declaration implemented or recorded. | Testing Staff, Pupils and Staff | All pupils and staff will have a health questionnaire completed at the testing reception desk. Parents have been informed not to send pupils for testing that are displaying COVID symptoms | | |

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| Staff having contact with children that have not been tested, or have not given consent for testing | Staff and Pupils | <p>Staff have been encouraged to have the test weekly for their own protection and that of their colleagues and pupils.</p> <p>Staff have access to the full guidance for schools in conducting COVID tests.</p> <p>Staff have the opportunity to raise any concerns and ask questions.</p> <p>All supply staff must arrive with proof of a negative result, or will be tested by the school before work can begin.</p> <p>Staff that continue to refuse the test will be advised to strictly adhere to the COVID safety measures as per the main school risk assessment.</p> | | |
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