



Wath Academy

September 2021 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: Wath Academy

Work Activity: [September 2021 full opening plan and risk assessment](#)

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Wath Academy – September 2021 full opening

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Section 1 - Overview and rationale

“As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

Our priority is for you to deliver face-to-face, high quality education to all pupils. 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 July 2021](#)

Underpinning all of these plans will be the safety of both students and staff. Our detailed risk assessment has been shared on our website since Monday 24 August 2020, in readiness for September 2020 and has now been updated further for the September 2021. 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>

A separate Outbreak Contingency Plan has been created which details actions the academy would take should there be a significant increase in cases. The following thresholds can be used by settings to determine an appropriate point to seek further public health guidance:

- 5 children, students or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10 day period; or
- 10% of children, students or staff, test positive for Covid-19 within a 10 day period.

Should either of the above occur, we shall speak to the Local Public Health Team (this does not include positive cases as a result of the two on site LFD tests conducted before the start of the academic year).

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
- The letter received from NASWUT in July 2021.
- CST guidance
- Feedback from the staff body
- Feedback from the governing body

Section 2 - Outline of plan

All students will return to the Academy on **Monday 6th September 2021**. **Year 7 and 12 will have a transition day on Friday 3rd September 2021**. Each year group will have an assembly to take them through the continued Covid-19 measures, this will also be shared with staff electronically prior to return and shared again on the INSET day.

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. • 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 pupils 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. • Hand sanitising stations will be available in each of the year group locations.
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 door handles, desk surfaces). • The school will also be cleaned at the end of the school day.

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 in 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 when different groups of students are moving between social time and lessons so not to disturb the quality of teaching and learning. They will be reopened when the corridor is closed. • 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 or student develops symptoms they will be sent home immediately. If a student is unable to go home for any reason, they will be isolated within a ventilated room. • Staff members or students should remain home if they develop symptoms until they have a negative PCR test. • 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. • Close contacts will be identified via NHS Track and Trace. The academy may be contacted by NHS Track and Trace, if this is the case we will work with the NHS Track and Trace to identify close contacts. • From 16 August 2021, staff and children under the age of 18 years and 6 months will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, staff and children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. • Children and staff are also no longer required to self-isolate if they live with somebody who has tested positive for Covid-19. <p>Asymptomatic Testing</p> <ul style="list-style-type: none"> • Students will receive 2 on-site lateral flow device tests prior to returning in September. • Staff and students will continue with the twice weekly home testing until the end of September, in line with government guidance. • Students or staff who test positive on the on-site lateral flow device tests or the twice weekly home tests should get a PCR test to determine if they have Covid-19. They must isolate until they receive the result, if the test result is negative and the PCR was taken within 2 days of the lateral flow test they may return to school immediately.

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 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 pupil 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 8:40 each morning (during Lesson 1, using the Lesson 1 SIMs register) for all students and at the start of the afternoon lesson (Lesson 3). 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 or has been instructed by NHS Track and Trace to self-isolate the following will happen:

- 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 submit their work via Satchel:One/Microsoft Teams/Email.

2.3 Y7 and 12 - First Day Arrival Times (Friday 3rd September)

- Y7 will enter the academy before 8:25am via Festival Road and walk up towards the main hall.
- Students will receive an assembly which informs them of the new protocols in place for September 2021.

- Y12 will arrive before 8:20 via the main entrance or the bus turning circle
- Students will receive an assembly which informs them of the new protocols in place for September 2021.

2.4 Timings of the school day

School Day - 2021-22					
Year 7 - 9			Year 10 - 13		
	Timings	Length		Timings	Length
Period 1	08:30 - 10:00	90 mins	Period 1	08:25 - 10:05	100 mins
Break	10:00 - 10:25	25 mins	Break	10:05 - 10:20	15 mins
Period 2	10:25 - 11:55	90 mins	Period 2	10:20 - 12:00	100 mins
Lunch	11:55 - 12:40	45 mins	Tutor	12:00 - 12:25	25 mins
Tutor	12:40 - 13:00	20 mins	Lunch	12:25 - 13:05	40 mins
Period 3	13:00 - 14:40	100 mins	Period 3	13:05 - 14:45	100min

2.5 Arrival and entry to the site

- From Monday 6th September 2021, Year 10, 11, 12 and 13 students should arrive for **8:20am**. Students in Y7-9 should arrive at **8:25am**.
 - Students in Years 12 and 13 should enter the site via the main entrance or the bus turning circle gate and then use the back door of the 6th form study area to enter the building
 - Students in Year 9, 10 and 11 can enter the academy via the main entrance of Festival Road. They will then enter via the man reception and make their way to their morning location
 - Students in Year 8 should use the Festival Road entrance and head to the PE Gym
 - Students in Year 7 should use the Festival Road entrance and head to the Sports Hall.

2.6 Break and lunch time

- Movement time to break and lunch will be staggered. Students will be based in separate year group zones at break and lunch. Each zone will have its own serving arrangements. Food (including hot food) will be available in each zone at lunch time. Packed lunches will be allowed.
- Movement to and from break and lunch will be staggered (see section 2.4).
- During break, students will be supervised by their AYLs, PYLs and senior leaders, in addition to teaching staff as per a rota.

2.7 Duties

- An extensive duty rota will be in place throughout the day.

- The duty rota will take into account the staggered break time, lunchtime and finish times of students in different year groups.
- A specific duty rota will be shared with all staff.

2.8 Catering Staff

- Food will be served in all 6 locations:
 - Years 12 and 13 – 6th Form Study Area
 - Year 11 – Canteen and Social Area 1
 - Year 10 – Canteen and Social Area 1
 - Year 9 – Second and Third Social Area
 - Year 8 – Blue Gym and Gym 1
 - Year 7 – Sports Hall.
- 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.

2.9 End of the day

The end of the day will be staggered. The day will end at the following times for the different year groups:

- Years 10, 11, 12 and 13 – 14:45
- Years 7, 8 and 9 – 14:40.

2.10 Policies

The following policies will be reviewed signed off by Friday 28 August:

- First Aid
- Administration of Medicines
- Pupils 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)

From 27 August 2021 updated policies will be available on the school website www.wathacademy.com > Home > Menu> About us > Our Policies.

2.11 Toilets

- All toilets in the building will be open.
- 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 20 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 'active support' 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.

Section 3 – Risk Assessment

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 4 - 5 outlines the key protective measures the school will take to deliver the four essential controls identified by Public Health England. 	
3.2 Staffing / facilities / compliance				
3.2.1 Staff shortages due to absence may compromise operational safety	Staff	<ol style="list-style-type: none"> Calculate grouping sizes/likely attendance against number of available staff Calculate groupings against statutory ratios 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/supply staff 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 sufficient qualified first aiders to cover the numbers of staff and pupils 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"> Is a paper-based system needed or can SIMs access be provided to all staff for whom it is needed? Are systems in place for registers to be completed in a timely manner? Are systems in place for registers to be returned to the office with minimal footfall in school? Is school able to differentiate between those students expected/shielded/ being kept at home / absent due to illness/ absent due to safeguarding concerns Has thought been given to how late arriving pupils will be taken to groupings? What provision is in place for monitoring and adjusting arrangements? 	<ul style="list-style-type: none"> Staff will take registers on SIMs during Lesson 1 (am reg) and Lesson 3 (pm reg). A member of the attendance/pastoral team will be available to contact home for students who don't arrive. All teaching staff will have radios. Active support, key duty staff and reception staff (main building and PE block) will have radios. Late arriving students will be spotted by gate duty staff who will radio active support. Active support will ensure the students is registered and take them up to the relevant learning space following the one-way system. Enquiries emails will be checked regularly. Reception will be covered at all times (8:00 – 16:00). 	
3.2.3 Risk of too many staff utilising toilet facilities causing cross contamination.	Staff	<ol style="list-style-type: none"> What cleaning regime are staff expected to adhere to after use? 	<ul style="list-style-type: none"> Staff will have access to toilets throughout 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. 	

		2. How will cleanliness of handles and door plates be guaranteed to prevent cross contamination?	
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	<ol style="list-style-type: none"> 1. What provision has been made for drying hands? Is this sufficient/sustainable? 2. What routines are in place for good cough/sneeze hygiene? Is this sufficient/sustainable? 3. Are interior doors propped open to minimise handle contact? Is a cleaning regime in place for handles/door plates? 4. Are clear, high profile reminders prominently displayed for children giving key messages? 5. What provision is in place for monitoring and adjusting arrangements? 	<ul style="list-style-type: none"> • Government document ‘guidance on hand cleaning’ to be shared with all staff and the principles of this with pupils. • 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).
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	<ol style="list-style-type: none"> 1. Will doors etc be kept open to minimise the need for them to be touched? 2. What cleaning regime will be needed in order to ensure that handles and door plates are not sources of cross contamination? 3. What hand cleaning regime will be implemented to minimise the risk of cross contamination from outside the classroom – eg provision of sanitiser/soap? 4. How will this be labelled/clearly communicated to pupils? 5. 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 before school, 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 location. The locations are: <ul style="list-style-type: none"> ▪ Years 12 and 13 – 6th Form Study Area ▪ Year 11 – Canteen ▪ Year 10 – Main Hall ▪ Year 9 – Year 8/9 Social Area ▪ Year 8 – PE Gyms ▪ Year 7 – PE Sports Hall • A clear one way system will be in place and followed at all times. This system will be taped to the floor on all corridors and staircases. This system will ensure there is no crossing. • 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 • This will be communicated to parents via letter and posters will be displayed throughout the academy highlighting hand washing protocols. • Pupils 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 pupil. • A member of SLT will be constantly present in each part of the school and any issues/messages can be relayed.

			<ul style="list-style-type: none"> 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 before school, 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 location. The locations are: <ul style="list-style-type: none"> Years 12 and 13 – 6th Form Study Area Year 11 – Canteen and Social Area 1 Year 10 – Canteen and Social Area 1 Year 9 – Year 8/9 Social Area Year 8 – PE Gyms Year 7 – PE Sports Hall A clear one way system will be in place and followed at all times to ensure social distancing on the corridors. This system will be taped to the floor on all corridors and staircases. This system will ensure there is no crossing or overtaking. Movement times around the building will be staggered at the start of the day and at all transition points. 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. 	
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 monitoring and adjusting arrangements? 	<ul style="list-style-type: none"> Staff will be briefed around the need to be vigilant to concerns over student wellbeing/abuse. All safeguarding training is up to date and reporting will follow the established channels to the safeguarding team. 	
3.6 Suspected / Confirmed Cases				
3.6.1 Risk of contamination spreading as symptomatic child continues to mix with staff / children	All	1. Has a clear message been communicated to all stakeholders that any child with a raised temperature or cough	<ul style="list-style-type: none"> Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the school of the result. 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. A window will be 	

		<p>will be sent home?</p> <ol style="list-style-type: none"> Have good hygiene systems been put in place to ensure basic sneeze/cough/hand hygiene is consistently adopted? Has a well-ventilated area been allocated to 'hold' children with symptoms in isolation until they can be collected? What arrangements are in place for supervision while a child is in the isolation space? What provision is in place for monitoring and adjusting arrangements? 	<p>opened for ventilation. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> 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"> What is in place to reassure staff they are working in as safe an environment as possible? Have staff been asked what they need to feel safe? What is in place to ensure that staff have opportunities for self-referral to mental health support? 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 pupils during PSHE/assemblies and at other appropriate opportunities. Age-appropriate websites/resources are provided for pupils. 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 pupils. Appropriate work plans are agreed with staff and support is provided where necessary. Staff working from home help to provide remote learning for any pupils 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. 	

Section 4 – Mass Testing Risk Assessment

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, 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. Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. A one-way flow of subjects through the building is to be initiated and maintained 	1	4	4	Monitor the situation

		<ul style="list-style-type: none"> at all times. Compliance with this is to be ensured by queue management staff. 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 				
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"> Registering staff to wear face masks and face shields at all times Registering staff to regularly use hand sanitizer Adults/students to hand sanitise upon entry 	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 be 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 COVID19: <u>Sample disposal and waste disposal</u>	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.
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	3	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)	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,	<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 	1	1	1	No Action

monobasic), NaCl (Sodium Chloride)	chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<p>and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.</p> <ul style="list-style-type: none"> Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 				
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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 overhead 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