



Hazard Description and How are people at risk	Additional Control Measures to consider prior to testing of pupils and staff
<p>Spread of COVID-19</p>	<p>√ Thorough cleaning of all specific areas prior to any testing taking place.</p> <p>√ All usual pre-term building checks will be carried out before school opens.</p> <p>The following procedures will be in place around the school site:</p> <p>√ Catch it, kill it, bin it.</p> <p>√ Instructions on how to wash hands.</p> <p>√ Hand sanitising.</p> <p>√ Instructions on how to self-test.</p>

Hazard Description and How are people at risk	Additional Control Measures to consider
<p>Covid-19 Virus – General</p>	<p>√ All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>√ There is adequate supervision, where required, to ensure procedures are correctly adhered to. Risk assessment will be shared with staff.</p> <p>√ Parents informed that pupils who are symptomatic will not be allowed to attend school.</p> <p>√ Families asked to have COVID tests if symptomatic. The main symptoms of COVID-19 are:</p> <ul style="list-style-type: none"> - new continuous cough - fever (temperature of 37.8°C or higher) - Loss of or change in, normal sense of taste or smell



<p>Covid-19 Planning and Resources</p>	<p>√ The school has been able to put the specified arrangements in place and the Headmaster is leading and overseeing the testing programme with members of SMT in support.</p> <p>√ The school has followed the requirements of DfE guidance and includes the following:</p> <ul style="list-style-type: none"> · Training of staff of the testing process · Consent procedure for pupils · Guidance for staff and pupils of the testing process · Monitoring · Recording and Reporting · <p>√ Mass testing will commence once pupils return to school and arrangements have been put in place to ensure a safe and effective testing facility.</p> <p>√ Staff will/have been provided with the relevant training and they will follow the guidance documentation.</p> <p>√ The School has been provided with the relevant resources and further deliveries will follow.</p>
<p>Locating of Testing Sports Hall</p>	<p>√ The school has identified a secure location for the safe storage of the testing kits.</p> <p>√ The Sports Hall/Peter Ireland Building have been identified as the testing location that meets the minimum space requirements. The room has testing pods and maintains social distancing requirements for all movements within the room, including the integration of a one-way system of movement for those attending testing (incorporating separate entrance and exits). A plan is attached for information.</p> <p>√ The area identified for testing has been calculated to have sufficient capacity to facilitate the testing of all pupils on a staggered basis. A programme will be implemented prior to pupils returning to school.</p>
<p>Cleaning and hygiene processes</p>	<p>√ The location of the testing process will meet cleaning requirements, i.e. non-porous floor and fully wipeable contact surfaces.</p> <p>√ The identified location has all required cleaning materials accessible, which have been secured to ensure sufficient supply.</p> <p>√ Cleaning of all surfaces, in line with COVID protocols, will be undertaken between each test.</p>



	<p>√ The training that is required to be undertaken and have successful assessments by all testing staff, includes the following:</p> <ul style="list-style-type: none"> · Infection prevention and control measures · Cleaning protocols · Appropriate use of PPE · Test kit storage · How to deal with any contamination or other incidents · Waste management <p>√ Staff and pupils instructed to wash their hands upon entry into school, returning from breaks, when they change rooms, before and after eating and when they have been to the toilet.</p> <p>√ Sufficient hand washing or hand sanitising stations available around the school.</p> <p>√ Standard cleaning products and disinfectant will be used for cleaning</p> <p>√ Cleaning will be carried out in accordance with the current guidance COVID-19 Cleaning in non-healthcare settings</p> <p>√ Enhanced cleaning schedules will be shared and implemented including more frequent cleaning of rooms/shared areas, frequently touched surfaces.</p> <p>√ Site Team will report when requested to empty any bins during the testing process.</p>
<p>Testing procedure: Entrance/Queueing area</p>	<p>√ The pupil (must be wearing a face-covering/mask) enters the sports hall via the side entrance. ALL pupils must hand sanitise before entering using the sanitising station. Once inside, they will be welcomed by a member of staff on duty at the registration area.</p> <p>√ The pupil then drops their consent form into a tray which is provided on the registration desk. This will be scanned by the member of staff to ensure it has been completed correctly.</p> <p>√ The member of staff on duty at the registration area, on their laptop, will mark on the spreadsheet that the pupil is present and has handed in their consent. This will be on a drop-down menu.</p>



<p>Testing procedure:</p> <p>Testing</p>	<ul style="list-style-type: none"> √ The pupil will then be greeted by another member of staff who will guide them to a seating area (spaced out for social distancing) to await an available pod for testing. √ The pods are labelled A – K for easy identification. √ The one-way system is clearly labelled on the floor so that pupils can follow it easily. √ Once a Pod is available, the pupil is instructed to report there for testing. There are two members of staff working at each Pod. The Processor and the Swab Assistant. The Processor wears a face mask and gloves. The Swab Assistant is in full PPE (face mask, face shield, gloves and apron). √ On arrival at the Pod, the pupil will give the Processor their name and tutor group. The Processor will then write these details on to a sticker that they will attach to the pupil's individual test kit. The pupil goes into the pod and takes the swab from the packet held by the Swab Assistant. √ The pupil is then assisted by the Swab Assistant who guides the pupil through the procedure of the test. √ The pupil will then self-swab in front of a mirror which will be hanging from the pod privacy screen. This mirror is on a piece of string so that it adjustable for differing heights of the pupils. For safety the Swab Assistant will alter the height of the mirror for the pupil. √ The pupil then hands the swab to the Processor for processing on the desk in front of the pod. The pupil is then instructed to go to the Peter Ireland Building where they are to await their results. √ After the pupil has carried out the swab test, the Swab Assistant then wipes down the table used by the Processor, disposes of their gloves in the bin provided and obtains another set of gloves ready for the next pupil. √ The Processor writes the time of the test on the sticker. The Processor then takes the test to the member of staff in the Recording Area who places it on the table in the area according to the time it was taken. After each test the Processor bins their gloves and puts on a new pair.
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	<p>√ After the relevant amount of time, the member of staff in the Recording Area informs the next member of staff of the test result who records it on the laptop. The member of staff then removes the sticker from the pupil's test kit. He/She puts the label with the pupil name on in Bin number 1 and the test kit goes into Bin number 2. This separation is for GDPR purposes.</p> <p>√ If the Recorder has handled a positive test kit, they must bin their gloves and use a new pair.</p>
<p>Testing Procedure Results – Peter Ireland Building</p>	<p>√ Pupils are sent to the Peter Ireland Building to await their results.</p> <p>√ Pupils must hand sanitise before entering the PIB using the hand sanitiser station.</p> <p>√ The pupil will be greeted by Staff E at the entrance to the PIB.</p> <p>√ Seating is spaced out according to social distancing in the PIB. Seats are labelled for easy identification for pupils.</p> <p>√ Staff E records the pupil's name on a seating plan and directs them to their assigned seat.</p> <p>√ If the seating fills up, there are benches available at the front of the room for overflow pupils. The benches will be cleaned after use by the pupils.</p> <p>√ After the relevant time of the test, the result will appear on Staff E's laptop. Staff E will communicate the result to one of three staff Staff F/G/H who will be waiting.</p> <p>√ If there is a positive result, Staff E will communicate this verbally to either Staff F/G/H and will then circle the name of the pupil it applies to on the seating plan. This is so that this particular seat will not be used again until it can be wiped down once vacated.</p> <p>√ Either Staff F/G/H will then call out the pupil's name, they will then be escorted to the exit lobby of the PIB and will be given their results privately. If their test is negative they will be given the appropriate slip to take home. Pupils will then be collected by a parent or return to their Tutor group.</p> <p>√ If the test result is positive the pupil will be escorted via the rear of the PIB to the Multi-Gym where there is more privacy and the appropriate paperwork will be given to the pupil to take home.</p>



	<p>√ If a pupil receives a positive result, they will be escorted by a member of the Admin team to the library where they will need to self-isolate. Admin staff will be alerted of any positive result and will need to contact their parents and request that they collect the pupil as soon as possible. The library will be deep cleaned at the end of each day.</p>
<p>Testing Use of Facilities</p>	<p>√ Only the staff toilets in the PIB can be used by pupils and not the ones in the changing rooms. Toilets will only be available in emergencies.</p> <p>√ Toilets will be cleaned regularly.</p>
<p>Testing Records of tests, results etc</p>	<p>√ All records will be kept up-to-date.</p> <p>√ Records will be kept in an electronic database for easy access for appropriate staff.</p>
<p>Testing Well-being of pupils</p>	<p>√ Staff to be aware that some pupils may feel anxious whilst waiting for tests.</p> <p>√ Pupils may also feel anxious and unsure of carrying out the test.</p> <p>√ Some Year 7 vulnerable/SEN pupils may ask for parent to accompany them for test or do it for them.</p> <p>√ Any pupil who has received a positive test will inevitably feel anxious especially with the impact on their family. Sensitivity must be paramount.</p>

Please note that this is a 'live' document and may be subject to change as and when further guidance is received.

