


**CAMS HILL SCHOOL RISK ASSESSMENT OVERARCHING DOCUMENT AS AT January 2021**

<p>As of 01.01.2021 the decision was made to produce a single overarching document that underpins 3 separate risk assessments in light of the requirement for</p> <ol style="list-style-type: none"> <li>1. <b>Online learning provision (JLE / APS)</b></li> <li>2. <b>CWOSP (TNE)</b></li> <li>3. <b>CHS LFD Test Centre (CNN / RMS)</b></li> </ol>	<p>Further updates undertaken on:                  Updated 25.02.2020 CNN                  Updated 4.3.21 GHJ</p>	<p><b>Date of First Risk Assessment:</b> 29.04.20                  Updated 19.05.20 CNN                  Updated 02.09.2020 GHJ                  Updated 14.09.2020 GHJ                  Updated 01.10.2020 GHJ                  Updated 03.11.2020 GHJ</p> 
<p><b>Initially assessed and approved by (name):</b> Gwennan Harrison-Jones, Headteacher and Chris Nunn, Infrastructure and Business Manager</p>		<p><b>Date of Next Review:</b> half term or new guidance published</p>
<p>The following risk assessment has been developed in consideration of GOV.UK guidance – available on the GOV.UK website via <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a>                  Of particular relevance and interest are the following documents  <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></p>		
<p><b>The CWOSP provision that started on 05 January 2021 Cams Hill School comes to an end on 11.3.21 when all pupils return to school 12.3.21. As from 8 March 2021 Cams Hill School is welcoming back through a swift phased return all pupils back on site by week commencing 15 March 2021.</b></p> <p><b>The rationale for all activities is to proactively minimise contacts for all staff and pupils from 08 March 2021 the following rules have been updated and apply</b></p> <ol style="list-style-type: none"> <li>1. <b>Working at home – teachers</b>                      All teachers are expected to be on site teaching lessons in person to pupils, social distancing measures are in place to prevent teachers and students being within 2m. Due consideration on a case by case basis is given to those shielding, pregnant or with any member of the household requiring an individual discussion re flexibility potential.</li> <li>2. <b>Working at home – non teaching staff</b>                      Non teaching staff will need to be on site working in their social distanced and risk reduced work areas. If staff members are in the clinically extremely vulnerable group working from home measures may be put into place again on discussion with individuals and on a case by case basis.</li> <li>3. <b>When in school</b>  <b>You need to sign in</b> and you must wear a mask at all times. You must try to minimise the contact you have with other people and remain 2m distance from colleagues and pupils at all times. As a teacher to teach in your classroom, you are responsible for the superficial cleaning of your work areas. Rooms will be cleaned every evening by the in house cleaning team. A fogging routine is in place for specific high touch point areas. Any problems with cleanliness must be reported to site team (Martin)</li> <li>4. <b>CHS LFD Test Centre (RMS leading)</b>                      We will be able to offer testing to all staff coming on school site a minimum of once a week but aim for two times a week. We will also be testing all pupils 3 times on their return to school.</li> <li>5. <b>CWOSP (TNE leading)</b>                      Once school has fully reopened CWOSP will no longer be needed unless another lock down is announced.</li> </ol> <p><b>Cams Hill School has been providing real time provision (live online learning) for all pupils; CWOSP (Key Worker provision on site) and has set up an LFD Test Centre. We are also participating in the Hampshire and IOW saliva testing programme Wave3.</b></p>		

**All staff are required to follow the government hierarchy of control measures when undertaking activities and when developing associated risk assessments. These continue to be;**

- A requirement that people who are ill stay at home including regular reminders to parents, carers and staff.
- Robust hand and respiratory hygiene. Reminder to entire school community re HANDS FACE SPACE at start of new half term including a document explaining the specific responsibilities around each element for all classroom based staff as at 04.03.21.
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace encouraged to staff outside of school and engagement with the test facility encouraged in school
- Formal consideration of how to reduce contacts and maximise distancing between those in school at all times

**Prevention (full details of each points identified below available in guidance document via link above)**

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
  - 2) Face covering requirement continues for all indoor communal areas, lesson changeover time for pupils and staff. This has been updated to include all staff at all times in the buildings. This also includes all pupils in all lessons apart from indoor/outdoor PE lessons. Drama lessons pupils can remove masks for final performance opportunities at the end of a lesson.
  - 3) Clean hands thoroughly more often than usual.
  - 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
  - 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
  - 6) Minimise contact between individuals and maintain social distancing wherever possible.
  - 7) Where necessary, wear appropriate personal protective equipment (PPE).
- Numbers 1 to 5 must be in place in all schools, all the time.

**Response to any infection**

- 8) Fully engage with the NHS Test and Trace process plus DfE helpline and PHE. Home test kits are to be provided for staff. No further information about home test kits for pupils or families as yet (04.03.21)
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community and identify close contacts as soon as is possible.
- 10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant

**In addition to previous details 'Guidance as at Summer 2020' involving;**

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break

**Always make sure everyone is washing their hands with soap and water for at least 20 seconds or regularly using hand sanitiser across the school day, particularly:**

- After coming into school; on way into a classroom; after break times; after sneezing or coughing; before and after handling or eating food; after going to the toilet; after significant hand touch contact with surfaces.

Generic Principles and Key Prevention Points			
	Relevance in workplace context – Cams Hill School	Comments, action, evidence	Responsibility
1. Minimise contact with those unwell	<p>Ensure clear comms to parents and carers detailing child must not be in school with symptoms. Follow up reminder sent following second positive case who was in school with one of the publicised symptoms re please do not send pupils to school with symptoms.</p> <p>Ensure staff aware of above</p> <p>Robust protocols and procedures in place for sending child / member of staff home who develop symptoms during school day</p>	<p>written comms and videos</p> <p>written comms, staff meetings virtual / split room and videos</p> <p>Health and wellness protocols established</p>	<p>GHJ</p> <p>SBR / Med Room</p>
2. Use of face coverings	<p>Decision made by Cams Hill School to actively encourage pupils and staff to wear them in communal areas for full return. This decision revised as at 16.09.2020 to make them mandatory inside the building other than in lessons.</p> <p>All staff to be issued with a clear visor on 03/09/2020</p> <p>TA specific risk assessment updated post positive test result on 21.09.2020 and discussed with TAs via SENCO and APS.</p> <p>All to be aware of the concept of exemptions and be empathetic when pupils and/or staff do not wear a face covering.</p> <p>School to be aware of any pupil who may struggle to access and appropriate face covering</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></p> <p><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p> <p><b>As of 8/3/2021 it has been made clear a visor is not a replacement for a mask and should only be used if pupils have an educational need to see a teachers face/mouth.</b></p>	<p>written comms and videos plus website</p> <p>Clear message in email and in video including storage of face masks</p>	<p>GHJ / All</p> <p>GHJ</p>
3. Clean hands thoroughly more often	<p>Soap and running water or hand sanitiser as per guidance acceptable. CHS requires pupils to have their own sanitiser and Covid Kit as detailed in written and video comms.</p> <p>Sanitiser available in all classrooms and communal areas.</p> <p>Staff will be issued with their own hand sanitiser.</p> <p>Pupils expected to sanitise on entry and exit to classrooms and as detailed in guidance issued to all.</p> <p>Increased number of hand sanitiser stations around the school</p>		
4. Ventilation	<p>If more than 1 occupant, windows and doors to be open and all areas well ventilated at all times.</p>		
5. Ensure good respiratory hygiene	<p>Promote catch it, bin it, kill it...plus hands, face, space.</p> <p>Tissues also required to be carried by pupils as part of their own Covid kit</p> <p>Ensure pupils using face coverings on public transport reminders</p> <p>Recent visual regarding airborne transmission considered at start of new half term. Ventilation and emptying rooms every hour key where possible (mock exams prevent this) Reminder to all staff re windows open; warm clothing on! CWOSP pupils offered alternative to wear either PE fleece with school uniform or as at 02.11.2020 a plain blue round neck sweatshirt to keep warm.</p>		<p>ALL</p> <p>GHJ comms home</p>

6. Enhanced cleaning including frequently touched surfaces	<p>On site cleaners now employed throughout each day focussing on classrooms that are in use and test centre currently. Clear routine for them to involve timed cleaning of high touch point areas throughout the school day for pupils and staff. (RBY and Martin)</p> <p>Classrooms all have Covid cleaning kit containing washable cloths that will be washed and returned overnight plus disinfectant spray that is Covid complaint and passes EN1276 plus EN 14476 virucidal / bactericidal disinfectant.</p> <p>A new two step cleaning process introduced for onsite cleaners that involves using a degreaser on the surface before it is disinfected where possible. External training being provided by COMAX.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> Guidance for cleaning of non-healthcare settings</p>		<p>RBY / CNN</p> <p>RBY / CNN / GHJ</p>
7. Minimise contact between individuals and maintain social distancing wherever possible	<p>CWOSP pupils have been in school throughout #Lockdown3 in bubbles and with full risk reductions measures remaining in place. Break time zones remain the same and a staggered lunch time has been evolved. Reduced food options with no food available at break and some at lunch time with set areas for each year group bubble.</p> <p>4.3.21 – planning for full return has involved revisiting hands, face, space plus and a refresh of all social distancing and further risk reduction measures communicated to staff, pupils and our families. Significant emphasis in staff communications has been placed on 2m staff / adult distancing and modelling compliant behaviours.</p> <p>Teaching for learning advice remains the same for supervising adults for CWOSP with the emphasis on mask wearing, remaining distanced and regular hand hygiene for staff and pupils.</p> <p>There is a separate risk assessment for TAs who work closely or on a 121 with pupils.</p> <p>There is a significant one way system in place which we have called our lazy river.</p> <p>All measures have been taken with the emphasis on health, safety and wellbeing whilst maintaining a broad and balanced curriculum for all pupils.</p> <p>Assemblies are virtual and live streamed.</p> <p>Staff work rooms and offices have reduced capacity as identified with a clear poster and number on the front of each. The staffroom is available for drop in use only to collect items from pigeon holes.</p> <p>Our NEXUS academy and staff who work within it will help prepare pupils with SEND for these changes and also provide wider support for pupils who are anxious about a full return to school.</p>	See copies of all comms via the school website. Videos also available.	GHJ / ALL SLT
8. Visitors on site including parents	4.3.21 as we phase a full RTS essential visitors will be allowed on site only. These include our 121 pupil support external mentors, counsellor. ITT students are deemed as members of staff and support for their training continues. They will therefore be strongly encouraged to be fully involved in our testing programme. Any work placement request will be considered on an individual basis and involvement in our testing programme will be strongly encouraged.		
9. Non essential volunteer roles	<p>CHS cannot currently provide for example, most work experience opportunities to individuals who make an approach.</p> <p>NB: Exam invigilators are staff and therefore essential to be working in school for any exams</p>		

10. Where necessary wear appropriate PPE	<p>PPE is available in our Health and Wellness office for a member of staff who may deal with a child or adult with symptoms. All staff were issued with a visor at the start of term and all are required to wear a mask at all times now unless exempt at all times inside the school buildings unless on their own in a classroom or working area with the door shut and the area well ventilated.</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></p>		
11. Response to an infection	<p><a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></p> <p>4.3.21 Updated Teams folder contains all template comms and clear process schedule. 2 SLT Teams are identified to each lead on positive cases discovered. Contact DfE helpline. CHS LFD ATS is now set up and running over seen by RMS. This is for asymptomatic individuals only.</p> <p>The school was advising anyone who tested positive on the LFD to seek a confirmatory PCR test. However this guidance has changed with no notice or explanation as of <b>Anyone with symptoms will need to book a test off site.</b> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>; provide close contact details and discuss self isolation</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>.</p> <p>Individuals will be asked to follow guidance according to whether their test is positive or negative. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>.</p> <p>The school attendance officer continues to keep a live tracking spreadsheet of all members of the CHS community being tested and records when results are received.</p> <p>During weekends and holiday time, the CHS community has been asked to contact the school via headteacher@ to inform us of any test results / Covid-19 in their household. This inbox is monitored regularly.</p>		
12. Manage confirmed cases of Covid	<p>The school has previously contacted the DfE helpline immediately on receipt of a positive test within the school community. However, towards the end of last term, no guidance or support was offered and when reporting multiple cases the call handler required only record of one of the cases. CHS will therefore endeavour to phone through all cases but the DfE were clear this is not a legal requirement. The school will continue to follow all advice and guidance provided by the PHE team / HPT. The school will also continue to contact Hants LA.</p> <p>The school has a clear internal process to follow for recording positive cases and identifying close contacts as appropriate This is stored centrally on Microsoft Teams for all SLT to access and update.</p>		
13. Contain any outbreak	<p>2 or more cases in a specific year group or amongst staff could be considered an outbreak and the school will work closely with the PHE HPT plus follow Government guidance identifying to isolation. Unfortunately, when this happened in December, the DfE or PHE did not consider this an outbreak and provided no further support or assistance despite communication from the HT. Therefore the judgement call will be made by GHJ / RMS.</p>		
14. Recruitment	<p>Recruitment during Lockdown will continue where essential with an emphasis on remote interaction. Some key essential elements of the recruitment process, depending on vacancy, may need to be undertaken on site.</p>		

15. Manage potential A-symptomatic cases on site	All staff should be tested at a minimum once a week either by using the on-site testing centre, a home test or the spit test. All of these methods are provided free of charge to employees and can be done at their own leisure either in work or at home. To further reduce possibility of A-symptomatic staff we will try to test everyone on site twice a week. If an employee refuses to be tested on a weekly basis the school will assess the situation on a case by case basis.	Spreadsheet of all results positive/negative/void	

- **Safeguarding** - <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> The school is fully compliant and recognises the significance of our safeguarding duty.
- **Catering** – our kitchens are open in line with guidance with a reduced offer. Pupils get food from specific identified areas and are in a staggered lunch pattern within their bubble.
- **Educational visits** – No visits at present offered. CHS continues to monitor guidance and will follow all control measures required for any school visit undertaken. <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- **Extra curricular activities** – No activities for pupils currently.

### Section 3 - Curriculum, Behaviour and Pastoral Support.

- CHS will offer a broad, balanced and ambitious curriculum to all pupils
- The online provision is fully in line with guidance integrating a full curriculum offer for all pupils across all year groups.
- Subject specific risk assessments are in place following guidance in these areas.
- Peripatetic music teachers at CHS are overseen by Tim Cole, Head of KS4 Music and Rachel Matthews, Deputy Headteacher in line with current guidance along with reviewing information offered by Hampshire Music Service for cross reference.
- Physical activity / PE at CHS will be delivered in line with guidance
- Catch up support and intervention may be offered to specific pupils as / when identified by teaching and support staff.
- Our Good Behaviour Policy including our Actions and Consequences behaviour expectations protocols have been updated in line with latest lockdown guidance
- Pupils wellbeing and support remains a high priority. <https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing> We are actively considering supporting rebuilding of friendships; responding to any Covid-19 related or linked issues and developing strategies to support improving pupils physical and mental wellbeing.

### Section 4: Assessment and accountability

- CHS continues to monitor directive over any potential delay or changes to 2021 exam series

**Risk Assessment – CWOSP (TNE) – Ends 10 March 2021**

Children of critical key workers and those that are deemed vulnerable are being given the opportunity to come in to school to access online learning provision. This risk assessment relates specifically to the CWOSP provision and is led and overseen by TNE. The points below are in addition to those raised above for generic in school provision. (e.g. we have already stated masks on inside buildings at all times above so this would not be repeated below)

<b>Point / Issue</b>	<b>Detail of relevance in workplace context – CWOSP</b>	<b>Comments, action, evidence</b>	<b>Responsibility</b>
1. Start and end of school day	<p>Guidance taken from DFE <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a> Students mustered in bubbles on the hard court. SLT lead and JAE coordinating entrance into the building to secure the bubbles and ensure no mixing. Students enter the building and join the one-way system to minimise risk (students facing the same way and not crossing others in corridors). Gap left between students entering to ensure time to enter classrooms before next bubble is sent through.</p> <p>After tutor, students have a staggered exit from the building, coordinated by the supervising adults. In classrooms that are adjacent to each other, there is a timely gap between dismissal to minimise the risk of bubbles mixing.</p>		TNE, JAN, SLT daily lead; All staff on rota
2. Uniform / dress	<p>Pupils are in Cams Hill School PE kit (with blazers) to allow for PE sessions daily. All pupils have been advised to bring warm jumpers and coats to allow for well ventilated classrooms and break/lunch outside unless substantial rain. Information given to students regarding some relaxation of PE dress to allow for frequent washing of clothes.</p> <p>All students have been prompted and reminded to bring a covid kit and spare face mask to CWOSP. All students, unless there is a medical exemption, are wearing masks as part of their standard uniform.</p>		TNE, JAN, SLT daily lead; All staff on rota
3. Break / lunch time	<p>Pupils are in breaktime areas as designated prior to lockdown. All bubbles are in separate areas of the site inline with the bubbles they are grouped with. Year 7, 8, 9 and 11 have remained in the same areas for break and lunch. Year 10 have been dispersed across the year groups and have lunch in the same area and designated bubble. This has been talked through with staff and students re the importance of keeping to these areas.</p> <p>Pupils do not have access to the canteen at break time. During lunch – again they are using the same designated areas to keep separate from other bubbles. Students purchase food with masks ON and then take food outside to consume.</p> <p>Break and lunch duty rota issued to all staff involved. Supervision includes bubbled areas and also areas by toilets and canteen.</p>		TNE, JAN, SLT daily lead; All staff on rota
4. Supervision in teaching areas	<p>Supervisors all wearing face masks whilst in the classrooms. Perspex screen in each room. Students all more than 2m away from staff member supervising.</p> <p>Staffing ratio all below 1:15 to allow spacing between staff and students. All staff briefed about ventilation via GHJ whole staff meetings. All staff clear with expectations of rooming and cleaning routines.</p> <p>Staff clear on routines for students (reiterated via email) and clear with seating plans. All staff shown how to use ClassCharts to ensure all students are in the correct places. JAE overseeing all seating plans and bubble numbers to keep the ratio balanced.</p>		Rota staff

	SLT and AHOYs regular drop ins, supporting behaviour and routines.		
5. PE lessons	Pupils on a staggered rotation for PE sessions to avoid mixing of bubbles. Equipment sanitised between usage to minimise risk. Students already in PE kit so no changing required. PE staff organising activities which allow for relative social distance. Using guidance issued by DFE.		PE staff
6. Safeguarding	Any issue causing concern is reported through Edulink as per in school. All staff have been reminded of the safeguarding duty that we all have at the start of term. <a href="#">The COVID 19 Safeguarding plan can be found here:</a> <a href="#">The COVID-19 addendum to the Child Protection policy can be found here:</a>		SBR
7. Behaviour	All pupils' expectations at CWOSP are in line with the behaviour policy (addendum). TNE, JAE working alongside APS for guidance on sanctions and actions. WashUp set up for days when needed for regular conversation with APS and TNE. All behaviour incidents should be recorded on Class charts. <a href="#">The COVID-19 Addendum to the Good Behaviour Policy can be found here:</a>		TNE, JAN, SLT daily lead; All staff on rota
8. Cleaning routines	Site team have been given a list of the classrooms used for CWOSP. There is a substantial clean each evening and classrooms/workrooms fogged. Any changes to classrooms – site team informed / updated. A cleaning kit is present in each classroom, alongside hand-sanitiser for staff to use. Classrooms are well ventilated and doors kept open throughout the day. TNE/JAE in regular communication with Site re cleaning and feedback.		TNE, JAN, RBY, cleaning staff

#### Risk Assessment – Online Learning (JLE & APS) ENDS 10 March 2021

Pupils not accessing CWOSP will be at 'home' accessing online provision.

Point / Issue	Detail of relevance in workplace context – online learning provision	Comments, action, evidence	Responsibility
1. Safeguarding	Any issue causing concern is reported through Edulink as per in school. All staff have been reminded of the safeguarding duty that we all have at the start of term. <a href="#">The COVID 19 Safeguarding plan can be found here:</a>		All staff particularly teaching staff delivering lessons led by SBR and APS
2. Online safeguarding	<b>Pupils, parents and carers have been reminded of the need to follow safeguarding expectations – addendum will be communicated when ratified by governors.</b> Regular communications from CHS to all parents, carers and pupils have identified clear expectations for RTP	See letters home and weekly letter from HT plus whole school weekly message	All led by SBR and APS. JLE leading on RTP
3.			
4.			



**Risk Assessment – Cams Hill School LFD Test Centre (RMS & CNN)**

Guidance has required the school to set up, train staff and operate as a LFD test centre. This facility is led and overseen by RMS.

Point / Issue	Detail of relevance in workplace context – CHS FLD Test Centre	Comments, action, evidence	Responsibility
<p>1. Contact between subjects increasing the risk of transmission of COVID19</p>	<p><b>Asymptomatic:</b> 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.</p> <p><b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</p> <p>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</p> <p>Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</p> <p><b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</p> <p><b>Social distancing:</b> Two metre 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 &amp; sampling staff.</p> <p>A one-way flow of subjects through the building is to be initiated and maintained at all times.</p> <p>Compliance with this is to be ensured by queue management staff.</p> <p><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</p>	<p>All need PPE and signage has been put up in the Test Centre to reduce risk. A hand wash station and hand sanitisers are also around the test centre</p>	<p>Staff, Subjects, Test Centre Leaders</p>
<p>2. Contact between staff increasing the risk of transmission of COVID19</p>	<p>As above</p>	<p>As above</p>	<p>Staff, Test Centre Leaders</p>
<p>3. Incorrect result communication</p>	<p>3 identical barcodes are provided to subject at check in</p> <p>The subject registers their details to a unique ID barcode after conducting the test</p> <p>Barcodes are attached by trained staff at the sample collection bay</p>	<p>All necessary training has been delivered to staff in the test centre, also</p>	<p>Staff, Subjects</p>

	Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device at this station	subjects are told what to do before entering	
4. Damaged barcode, lost LFD, failed scan of barcode	Subjects are called for a retest		Staff, Subjects, Test Centre Leaders
5. Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), $\text{NaCl}$ (Sodium Chloride)	<p><b>PPE:</b> 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.</p> <p><b>Environmental:</b> do not let product enter drains</p> <p><b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</p> <p>Do not use if the solution has expired</p> <p>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.</p> <p>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</p>	All relevant PPE is on site and being used correctly by training members of staff.	Staff, Test Centre Leaders