

Risk Assessment – COVID19 (V3) Mass testing secondaries

(please note this is a live document and regular updates/changes may be needed following government advice, please amend accordingly)

Title of risk assessment	Lateral flow testing in secondary schools	Date of Assessment	6 January 2021 Reviewed 13 th January 2021 Reviewed 29 th January 2021 Reviewed 23 rd February 2021
Name of Assessor	Jane Smith - H&S Officer Teresa Smith – Director of Finance & Operations Tilly Burrows – Assistant Principal	Location	Ormiston Victory Academy
Who may be affected?	Support staff, Teachers, SLT, Students & volunteers		
Description of activities	Mass testing packs and further information can be found OATnet Coronavirus advice - Home (sharepoint.com) Covid 19 Return to full time Education RA.docx (sharepoint.com) For any further information and guidance please visit the Test and Trace Resources - Google Drive		

Hazards	Who can be harmed	Existing Controls and Working Practices	Initial Risk Rating (S x L = Total)			Additional Control Measures	Final Risk Rating (S x L = Total)			Actions (Who, Due Date)
			Severity	Likelihood	Total		Severity	Likelihood	Total	
Contact between Subjects	Support staff, teachers, SLT, pupils and volunteers	Face coverings are worn by all individuals. Face coverings/masks to be worn at all times except for brief lowering at time of swabbing. A supply of face coverings will be available for staff and pupils if needed Individuals use alcohol-based hand sanitiser provided on arrival to the test area and when leaving or non-alcohol based for medical reasons.	5	3	15	Pupils that are tested take place within consistent year group bubbles. Bays/screens are set up following the how to guide issued by from the DfE. Designated testing clinic and separate area of the academy. Years group are staggered on return to school – each given a different testing session am or pm, with 2	5	2	10	

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		Social distancing is always in place, floor markings and signs are visible throughout the test area. One way system is in place.				year groups tested per day, to avoid any cross over. Each year group split into 3, so less in the academy at one time. Test and go straight home on the day of Test 1.				
Access & Egress	Support staff, teachers, SLT, pupils and volunteers	One way system in place All queuing will be external to the testing area. Social distancing of people in the queue will be supported by suitable signage and floor markings and managed by specific personnel. Individuals will not be allowed to move forward in the queue or into the test room unless there is sufficient space for them to social distance. Individual's will be given instruction on how they will access the test area and what route to take. The test area will be suitably separate from the rest of the school, and this area must remain for designated individuals. Cleaning of all occupied areas of the school will take place at the start and end of each working day, and regularly throughout the day.	5	2	10	Test site flooring must be non-porous, should be well lit and have good air flow				

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			S	L	Total		S	L	Total	
Contact between subjects and staff	Staff and pupils	Face coverings are worn by all individuals Staff and individuals maintain social distancing. Queue management is in place and supervised where necessary.	5	3	15	Staff aware of distancing. SLT and specific staff on duty to support	5	2	10	
Contact between subject and sampler	Support staff, teachers, SLT, pupils and volunteers	Face coverings are worn by all individuals Individuals are instructed to lower their face covering/mask immediately prior to sampling and to raise it again immediately after the swab has been taken. PPE to be worn by the sampler No physical handling/sharing of documents to individuals	5	3	15	PPE is provided with test kits. Testing clinic is set up with clear perspex screen between the subject and the sampler.	5	2	10	
Sample processing and analysis	Support staff, teachers, SLT, pupils and volunteers	Testing is conducted in a dedicated, uncluttered, well-lit and well-ventilated environment. Area has restricted access to testing area with only personnel with pre-approval allowed to stay/enter. Suitable signage to be displayed, advising of restricted access. Staff are to follow the detailed testing protocol without deviation. Testing takes place in line with the system of controls set by PHE. Staff who carry out tests are in full PPE (mask, gloves, apron, visor) always when sample testing is being conducted	5	2	10	The beauty classroom has been converted into the testing clinic. This has been reviewed by a medical professional. CV19 Testing Programme is managed by designated Assistant Principal who has previous medical training. Regular audit checks take place.				

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Disposal of swabs/other waste materials	Support staff, teachers, SLT, pupils and volunteers	Waste is disposed of through normal disposal methods – landfill. Premises Staff manage this appropriately on site to ensure waste does not build up.	5	2	10	All staff have infection control and PPE training.				
Manual handling	Support staff, teachers, SLT, and volunteers	All staff are to receive suitable and sufficient manual handling training before works commence as part of their induction training Staff are to have regular briefings and be reminded to lift using lifting techniques developed from training. Lift keeping using back straight and bending the knees as instructed at the time of training. Large boxes are to be broken down into smaller sections for ease of handling and placement.	4	2	8	Relevant staff have been trained on manual handling.				
Storage	Support staff, teachers, SLT, pupils and volunteers	Temperature 15-30°C for the lateral flow devices to operate and 2-30°C for storing them	5	2	10	Room temperature is monitored.				
Layout/organisation for testing	Support staff, teachers, SLT, pupils and volunteers	One-way direction of travel for pupils/students or staff being tested. If not possible, enough room should be provided for individuals being tested to exit the room whilst maintaining social distance Test subject chairs in the swabbing bay should be	5	2	10	Test site still to be set up even when pupils are to be tested at home, for those who will not be able to test at home Clear perspex screens separate processor and the swabbing area.				

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		<p>minimum of 2m apart, each swabbing desk must have a processing desk close by – no more than 1m away.</p> <p>Recording desk to be located close by</p> <p>There is clear division between swabbing and processing area. This should be clearly set out.</p> <p>Individuals being tested must not enter the processing area.</p> <p>Test site must be well lit and have good airflow with no recirculation of air.</p> <p>Rota system in place for staff to be tested twice over a 5-day period.</p> <p>The workplace planning tool is available for staff to plan for the number of staff testing bays required.</p> <p>Signage and instructions are in each bay</p>				<p>A storage area has been created in test area where minimum supplies are kept ensuring flow tests are kept at correct temperature.</p> <p>Storage area contains cleaning supplies.</p>				
PPE	Sampler, and processor	<p>PPE is replaced between test sessions e.g., at the end of the morning session before lunch, except for specific roles.</p> <p>Sample processing roles need to change gloves after each sample</p> <p>Jewellery including watches, bracelets, and stone rings are removed.</p> <p>Staff have received training for how to wear, remove PPE</p> <p>PPE is disposed of as healthcare</p>	5	2	10	<p>Full PPE instructions are visible in each bay.</p> <p>Separate 'Donning' and 'Doffing' area clearly marked.</p>				

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		waste into the tiger bags. Surgical masks are used for single session use and disposed of following the correct disposal method. Gloves and aprons are changed between each test subject. When removing PPE staff sanitise or wash hands 3 times as per training guide								
Students misbehaving	Support staff, teachers, SLT, pupils and volunteers	Control of pupils are supervised in queue management by relevant personnel Schools follow behaviour policy	1	3	3	HOYB present during their year group testing. SLT on duty to support.				
Communication between staff students' parents	Support staff, teachers, SLT, pupils and volunteers	Parents receive consent letters and information on the testing programme. Pupils given test instruction leaflet on supervised self-swabbing Guidance provided to parents/households on procedure following positive/negative test result. Test instruction posters displayed next to testing areas. All individuals register on DfE before test takes place.	1	3	3	Those who decline to participate in serial contact testing will follow the usual national guidelines and are legally obliged to self-isolate according to the advice given to them by the NHS Test & Trace service. Designated support staff have been allocated to each group to manage the consent process and dealing with parental concerns. Staff can raise questions, concerns or report issues, via the DfE coronavirus helpline: 0800 046 8687 or				

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						at RapidTesting.SCHOOLS@education.gov.uk .				
Incorrect test result communication/Incidents	Support staff, teachers, SLT, pupils and volunteers	<p>Barcodes are attached by trained staff at the sample collection bay</p> <p>Where flow tests are damaged or failed to scan new test is carried out</p> <p>Academy refers to quality audit for spot check in case of further defects.</p> <p>All incidents related to testing are recorded, including void results. Serious incidents, including those that require immediate pausing of all testing on site, are escalated immediately to the DfE helpline.</p> <p>Incidents that disrupt testing and/or could potentially impact quality or safety of testing and cannot be resolved locally are reported to the DfE helpline.</p> <p>Incidents that disrupt testing in any way, but that are resolved locally, should be reported to DfE through the Incident Reporting Form on Gov.uk. DfE will escalate issues to DHSC through the clinical governance process for rapid testing as required.</p>	5	2	10	<p>All staff have been fully trained. Designated roles identified.</p> <p>Process in place to manage incidents.</p>				
Positive lateral flow test	Support staff, teachers,	Schools to follow infection decision flow chart on OATnet	5	2	10	Secondary Academies: If staff/pupils have a positive LFD test then staff must				

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	SLT, pupils and volunteers	and the flow chart for positive cases in the how to guide found In the resources link above. All results need to be recorded via the <u>Report a Covid Test</u> and on the school test register.				immediately self-isolate in line with <u>government guidance</u> System in place to alert the principal and the designated Track & Trace team.				
Training	Support staff, teachers, SLT, and volunteers	Staff have completed an online webinar and have received a copy of the testing handbook. Staff have completed an online training package and is made available to enable testing staff to prepare to carry out their role. The training package is mandatory. Pupils are provided with instructions on how to self-test in preparation for home testing.	1	3	3	Training available to staff - Access to the training platform available https://go.tessello.co.uk/Te stDeviceTraining/ All staff involved have completed the NHS training, read the DfE guides and in-house training led by the CV19 co-ordinator.				
Hygiene	Support staff, teachers, SLT, pupils and volunteers	Hands are washed more often than usual; children and staff wash their hands regularly particularly before entering and leaving the classroom. All individuals must sanitise hands before entering test area and when leaving. Sanitiser stations located on entrance and exit to test site.	5	2	10	Handwashing facilities are provided inside of the testing clinic for the testing staff. Sanitiser station outside of the testing clinic and at each bay.				
Cleaning	Support staff, teachers, SLT, pupils and	Regular cleaning takes place in line with PHE guidance and follow all cleaning procedures within the latest Covid19 full time education RA and the measures within the	5	2	10	Designated cleaner for the testing clinic. Cleaning instructions displayed and record of				

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	volunteers	partially open school RA. OATnet Coronavirus advice - Home (sharepoint.com) All touchpoints are wiped down between each use/test.				cleaning. Wipes available in each testing bay.				

Acknowledgements & Signatures			
Risk Assessor: By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.		Management: By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.	
Risk Assessor Name and Signature Jane Smith	Date: 6 th January 2021	Manager Name and Signature: Teresa Smith & Tilly Burrows	Date: 24 th
Review date: Reviewed as dates shown above			

Guidance		
Severity of Harm from this Hazard		
<ul style="list-style-type: none"> Total Estimated Risk = Severity x Likelihood Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed 		
Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality

Likelihood of Potential Exposure to this Hazard	
Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.
2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.
4	Such an event is known to have occurred and is likely to re occur.
5	Almost inevitable that an incident would result / occurs frequently

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level