

Risk Assessment – COVID19 (V1)

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

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|----------------------------------|---|---------------------------|------------------------|
| Title of risk assessment | Lateral flow testing in schools | Date of Assessment | 6 January 2021 |
| Name of Assessor | Jane Smith OAT H&S Officer | Location | Ormiston Denes Academy |
| Who may be affected? | Support staff, Teachers, SLT, Students & volunteers | | |
| Description of activities | <p>Mass testing within schools using lateral flow test</p> <p>The government has issued guidance and support materials to schools and colleges on rapid Covid-19 testing that can be found here.</p> <p>Risk assessment to be used in conjunction with Covid 19 Return to full time Education RA.docx (sharepoint.com)</p> <p>Training Guide rapid testing for schools and colleges OATnet Coronavirus advice - Home (sharepoint.com)</p> <p>How to guide “Rapid testing for schools and colleges” OATnet Coronavirus advice - Home (sharepoint.com)</p> <p>Training platform https://go.tessello.co.uk/TestDeviceTraining/</p> | | |

| Hazards | Who can be harmed | Existing Controls and Working Practices | Estimated Risk following controls (S x L = Total) | | | Additional Control Measures | Actions (Who, Due Date) |
|---------------------------------|---|---|--|------------|-------|---|----------------------------|
| | | | Severity | Likelihood | Total | | |
| Contact between Subjects | Support staff, teachers, SLT, pupils and volunteers | <p>Face coverings are worn by all individuals.</p> <p>Face coverings/masks to be worn at all times except for brief lowering at time of swabbing.</p> <p>A supply of face coverings will be available for staff and pupils if needed</p> <p>Individuals use alcohol-based hand sanitiser provided on arrival to the test area and when leaving or non-alcohol based for medical reasons.</p> <p>Social distancing is always in place, floor markings and signs are visible throughout the test area.</p> <p>One way system is in place.</p> | 5 | 3 | 15 | <p>Assembly hall is designated test centre</p> <p>Strict access controls, reinforced through publicity, staff training and staggered/designated entry times</p> | JLN - ongoing |

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| | | Pupils that are tested take place consistent with bubbles. | | | | | |
| Access& Egress | Support staff, teachers, SLT, pupils and volunteers | <p>One way system in place</p> <p>All queuing will be external to the testing area.</p> <p>Social distancing of people in the queue will be supported by suitable signage and floor markings and managed by specific personnel.</p> <p>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.</p> <p>Individual's will be given instruction on how they will access the test area and what route to take.</p> <p>The test area will be suitably separate from the rest of the school, and this area must remain for designated individuals.</p> <p>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.</p> | 5 | 2 | 10 | <p>Test site flooring must be non-porous, should be well lit and have good air flow</p> <p>Staff mapping completed – allocated roles fulfilled</p> <p>Site suitability consideration completed</p> <p>Testing process established</p> | <p>DCA – 07/01/21</p> <p>JNN/JLN/MAL – 4/1/21</p> <p>JLN/DCA/MAL - ongoing</p> |
| Contact between subjects and staff | | <p>Face coverings are worn by all individuals</p> <p>Staff and individuals maintain social distancing.</p> <p>Que management is in place and supervised where necessary.</p> | 5 | 3 | 15 | | All - ongoing |
| Contact between subject and sampler | Support staff, teachers, SLT, pupils and volunteers | <p>Face coverings are worn by all individuals</p> <p>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.</p> <p>PPE to be worn by the sampler</p> <p>No physical handling/sharing of documents to individuals</p> | 5 | 3 | 15 | PPE is provided with test kits | All - ongoing |

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| 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 | Assembly hall – testing location Publicity in place | JNN/JLN/DCA/MAL – ongoing DCA/Site - ongoing |
| Disposal of swabs/other waste materials | Support staff, teachers, SLT, pupils and volunteers | Disposal of swabs, tubes and sample transport bags must be disposed of using the appropriate clinical waste procedures. All contaminated or potentially contaminated items are to be properly disposed of as clinical waste. Method of disposals and type of bags to be used are available from the How to guide in link above. | 5 | 2 | 10 | Academies must check with existing waste disposal contractor if they are able to collect healthcare waste from testing. Site team assessment of medical waste disposal capacity | Site - ongoing |
| 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. | 4 | 2 | 8 | NHS testing training Site team – manual handling training for furniture rearrangement and delivery management | JLN/DCA – 07/01/21 Site - ongoing |

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| | | Large boxes are to be broken down into smaller sections for ease of handling and placement. | | | | | |
| 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 | Designated test site and storage areas compliant | MAL - ongoing |
| Layout/organisation for testing | Support staff, teachers, SLT, pupils and volunteers | <p>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</p> <p>Test subject chairs in the swabbing bay should be 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 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> | 5 | 2 | 10 | <p>Sample layout available in staff handbook found here</p> <p>Route established, shared with regional estate manager. Review where necessary after initial roll-out</p> <p>Academy to establish waiting area for test results. Waiting time is 30 minutes. A storage area must be in test area where minimum supplies are kept ensuring flow tests are kept at correct temperature. Storage area must contain cleaning supplies.</p> | <p>Site – ongoing</p> <p>Site - ongoing</p> |

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| | | | | | | Wait area designated | |
| 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 waste into the tiger bags.</p> <p>Surgical masks are used for single session use and disposed of following the correct disposal method.</p> <p>Gloves and aprons are changed between each test subject.</p> <p>When removing PPE staff sanitise or wash hands 3 times as per training guide</p> | 5 | 2 | 10 | <p>NHS training for designated staff</p> <p>PPE supplies & disposal management</p> | <p>JLN/DCA – from 07/01/21</p> <p>Site - ongoing</p> |
| Layout/organisation for daily testing | Support staff, teachers, SLT, pupils and volunteers | <p>Academy to establish waiting area for test results. Set up same as above for weekly testing.</p> <p>School to amend as per local arrangements within the academy.</p> | 5 | 2 | 10 | Route established, shared with regional estate manager. Review where necessary after initial roll-out | Site - ongoing |
| Students mis behaving | Support staff, teachers, SLT, pupils and volunteers | <p>Control of pupils are supervised in queue management by relevant personnel</p> <p>Schools follow behaviour policy</p> | 1 | 3 | 3 | Pre-registration prior to test site arrival to reduce likelihood of bottlenecks Staff training and allocation in | JLN - ongoing |

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| | | | | | | accordance with guidelines | |
| 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 Staff can raise questions, concerns or report issues, via the DfE coronavirus helpline: 0800 046 8687 or at RapidTesting.SCHOOLS@education.gov.uk . Consent letters & response collation or management | EFO - ongoing |
| Incorrect test result communication | Support staff, teachers, SLT, pupils and volunteers | Barcodes are attached by trained staff at the sample collection bay Where flow tests are damaged or failed to scan new test is carried out Academy refers to quality audit for spot check in case of further defects. | 5 | 2 | 10 | NHS training Weekly site walkabout | JLN/DCA – from 07/01/21 JLN/MAL - ongoing |
| Positive lateral flow test | Support staff, teachers, SLT, | PCR test to be completed within 3-5 days and individual to self-isolate | 5 | 2 | 10 | PCR test to be given to individual to take home by school, if | CV19 response |

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| | pupils and volunteers | Schools to follow infection decision flow chart on OATnet and the flow chart for positive cases in the how to guide link above. | | | | school do not have PCR test individual arranges further test. | team - ongoing |
| Training | Support staff, teachers, SLT, and volunteers | Staff have completed an online webinar/website NHS training 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. A workplace planning tool is available for academies to use. | 1 | 3 | 3 | Training available to staff - Access to the training platform available https://go.tessello.co.uk/TestDeviceTraining/ | DCA/JLN and testing site staff – 11/02/21 |
| 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 | NHS training (for designated testing staff) complemented by Staff conduct and academy behaviour policy, publicity | All - ongoing |
| Cleaning | Support staff, teachers, SLT, pupils and volunteers | 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 partially open school RA. OATnet Coronavirus advice - Home (sharepoint.com) All touchpoints are wiped down between each use/test. | 5 | 2 | 10 | Allocated cleaning staff designated in accordance with training and OAT guidelines | Site - ongoing |

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Acknowledgements & Signatures

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|--|--|---|--------------------------|
| 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: James Lowden | Date: 08/01/21 |
| Review date: | | | |

Guidance

Severity of Harm from this Hazard

- 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 |
|-------|------------|
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|---|---|
| 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 |

