

## Risk Assessment – COVID19 (V2)

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

<b>Title of risk assessment</b>	Lateral flow testing in schools	<b>Date of Assessment</b>	6 January 2021 Reviewed 13 <sup>th</sup> January 2021
<b>Name of Assessor</b>	Jane Smith OAT H&S Officer	<b>Location</b>	OAT Academies
<b>Who may be affected?</b>	Support staff, Teachers, SLT, Students & volunteers		
<b>Description of activities</b>	<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 <a href="#">here</a>.</p> <p>Risk assessment to be used in conjunction with <a href="#">Covid 19 Return to full time Education RA.docx (sharepoint.com)</a></p> <p>Training Guide rapid testing for schools and colleges <a href="#">OATnet   Coronavirus advice - Home (sharepoint.com)</a></p> <p>How to guide “Rapid testing for schools and colleges” <a href="#">OATnet   Coronavirus advice - Home (sharepoint.com)</a></p> <p>Updated 13<sup>th</sup> January with an additional final risk rating column added</p>		

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	
<b>Contact between Subjects</b>	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>	5	3	15	<p>Pupils that are tested take place within consistent bubbles.</p> <p>Bays/screens are set up following the how to guide issued by from the DfE.</p> <p>Recommended PPE used by staff carrying out the testing at all times</p>	5	2	10	NJJ

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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.								
<b>Access &amp; Egress</b>	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. Individuals 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 is non-porous, room is well lit and has good air flow (windows open)  Guidelines followed	5	2	10	NJJ

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<b>Contact between subjects and staff</b>		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	Ensure that face coverings are worn and monitor queue management	5	3	15	NJJ/ testing team
<b>Contact between subject and sampler</b>	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 and to be worn and replaced as per guidelines	5	3	15	NJJ/ testing team
<b>Sample processing and analysis</b>	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.	5	2	10	Protocol to be adhered to at all times	5	2	10	NJJ/ testing team

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		Staff who carry out tests are in full PPE (mask, gloves, apron, visor) always when sample testing is being conducted								
<b>Disposal of swabs/other waste materials</b>	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.  Contract set up with waste disposal contractor specifically for healthcare/clinical waste	5	2	10	NJJ
<b>Manual handling</b>	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	Trolleys used to bring boxes into the building initially  Boxes broken into small sections before moving to test centre	4	1	4	NJJ/CWW

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<b>Storage</b>	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	Thermometer in place to monitor the room temperature	5	2	10	NJJ
<b>Layout/organisation for testing</b>	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. 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>	5	2	10	<p>One-way system in place</p> <p>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>	5	2	10	NJJ

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		The workplace planning tool is available for staff to plan for the number of staff testing bays required. Signage and instructions are in each bay								
<b>PPE</b>	Sampler, and processor	PPE is replaced between test sessions e.g., at the end of the morning session before lunch, except for specific roles. Sample processing roles need to change gloves after each sample Jewellery including watches, bracelets, and stone rings are removed. Staff have received training for how to wear, remove PPE PPE is disposed of as healthcare 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	5	2	10	All guidelines followed	5	2	10	NJJ/ testing team
<b>Students mis behaving</b>	Support staff, teachers,	Control of pupils are supervised in queue management by relevant personnel	1	3	3	Academy Behaviour Policy in place				JXA/MPA

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	SLT, pupils and volunteers	Schools follow behaviour policy								
<b>Communication between staff students' parents</b>	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 <a href="mailto:RapidTesting.SCHOOL@education.gov.uk">RapidTesting.SCHOOL@education.gov.uk</a> .	1	3	3	NJJ
<b>Incorrect test result communication</b>	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	Care to to be taken at all times by testing staff  Consistent use of staff to carry out this role	5	1	5	NJJ
<b>Positive lateral flow test</b>	Support staff, teachers,	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	5	2	10	NJJ

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	SLT, 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.				
<b>Training</b>	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. A workplace planning tool is available for academies to use.	1	3	3	Training available to staff - Access to the training platform available <a href="https://go.tessello.co.uk/TestDeviceTraining/">https://go.tessello.co.uk/TestDeviceTraining/</a>	1	3	3	Testing team
<b>Hygiene</b>	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		5	2	10	All
<b>Cleaning</b>	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. <a href="#">OATnet</a>	5	2	10	Testing room to be fogged at the end of each day of use  Deep cleaning of surfaces by cleaning team				CWW  BB



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		<a href="#">  Coronavirus advice - Home (sharepoint.com)</a> All touchpoints are wiped down between each use/test.				Touchpoints are cleaned between each test				Testing team

### Acknowledgements & Signatures

<b>Risk Assessor:</b> By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.		<b>Management:</b> 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.	
<b>Risk Assessor Name and Signature</b> Jane Smith	<b>Date:</b> 6 <sup>th</sup> January 2021	<b>Manager Name and Signature:</b> N James, Operations Manager A Fitzgibbon, Principal	<b>Date:</b> 21/01/2021
<b>Review date:</b>			

## 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
<b>Likelihood of Potential Exposure to this Hazard</b>		
<b>Score</b>	<b>Definition</b>	
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	<b>STOP THE ACTIVITY-</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level