

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 Reviewed 1 st September 2021
Name of Assessor	Jane Smith – OAT - H&S Officer Ben Curtis - OBA - Head of IT & Facilities	Location	OAT Academies
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) 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	Individuals use alcohol-based hand sanitiser provided on arrival to the test area and when leaving or non-alcohol based for medical reasons. One-way system is in place in testing area. Year groups are staggered on return to school for testing purposes.	4	3	12		5	2	10	

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		Screens setup in each test area for privacy and to minimise contact between test subjects.								
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>Staff on site to manage flow of students.</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.</p> <p>The test area will be suitably separate from the rest of the school, and this area must remain for designated individuals.</p>	5	2	10	Test site flooring must be non-porous, should be well lit and have good air flow				
Contact between subjects and staff	Staff and pupils	<p>Que management is in place and supervised where necessary.</p> <p>PPE worn by testers.</p>	4	3	12					
Sample processing and analysis	Support staff, teachers, SLT, pupils and volunteers	<p>Testing is conducted in a dedicated, uncluttered, well-lit and well-ventilated environment.</p> <p>Area has restricted access to testing area with only personnel with pre-approval allowed to</p>	5	2	10					

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		<p>stay/enter. Suitable signage to be displayed, advising of restricted access.</p> <p>Staff are to follow the detailed testing protocol without deviation.</p> <p>Testing takes place in line with the system of controls set by PHE.</p> <p>Staff who carry out tests are in full PPE (mask, gloves, apron, visor) always when sample testing is being conducted</p>								
Disposal of swabs/other waste materials	Support staff, teachers, SLT, pupils and volunteers	Waste is disposed of through normal disposal methods – landfill. Staff manage this appropriately on site to ensure waste does not build up.	5	2	10					
Manual handling	Support staff, teachers, SLT, and volunteers	<p>Staff are to receive suitable and sufficient manual handling training before works commence as part of their induction training.</p> <p>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.</p>	4	2	8					

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		<p>Large boxes are to be broken down into smaller sections for ease of handling and placement.</p> <p>Trolleys are available to assist in moving larger/heavier objects to and from the test area.</p>								
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					
Layout/organisation for testing	Support staff, teachers, SLT, pupils and volunteers	<p>One-way direction of travel for pupils/students or staff being tested.</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.</p>	5	2	10	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.				

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		<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>Signage and instructions are in each bay.</p> <p>A dedicated area is to be used whilst students wait for their results. Waiting time is 30 minutes.</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 and remove PPE.</p> <p>Surgical masks are used for single session use and disposed</p>	5	2	10					

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		<p>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>								
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					
Communication between staff students' parents	Support staff, teachers, SLT, pupils and volunteers	<p>Parents receive consent forms and information on the testing programme.</p> <p>Pupils given test instructions on supervised self-swabbing.</p> <p>Guidance provided to parents/households on procedure following positive test result.</p> <p>Test instruction posters displayed next to testing areas.</p>	1	3	3					
Incorrect test result	Support staff,	Barcodes are attached by trained staff at the sample collection bay.	5	2	10					

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communication/ Incidents	teachers, SLT, pupils and volunteers	<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.</p> <p>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>								
Positive lateral flow test	Support staff, teachers, SLT, pupils	Schools to follow infection decision flow chart on OATnet and the flow chart for positive	5	2	10	Guidance on isolation in the event of a positive test should be followed as found on the following website:				

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	and volunteers	<p>cases in the how to guide found In the resources link above.</p> <p>All results need to be recorded via the <u>Report a Covid Test</u> and on the school test register. There is a template within the pack</p>				When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)				
Training	Support staff, teachers, SLT, and volunteers	<p>Staff have completed an online webinar and have received a copy of the testing handbook.</p> <p>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.</p> <p>Pupils are provided with instructions on how to self-test in preparation for home testing.</p>	1	3	3	<p>Training available to staff - Access to the training platform available https://go.tessello.co.uk/TestDeviceTraining/</p>				
Hygiene	Support staff, teachers, SLT, pupils and volunteers	<p>All individuals must sanitise hands before entering test area and when leaving.</p> <p>Sanitiser stations located on entrance and exit to test site.</p>	5	2	10					
Cleaning	Support staff,	Regular cleaning takes place in line with PHE guidance and follow	5	2	10					

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	teachers, SLT, pupils and volunteers	all cleaning procedures within the latest Covid19 RA. All touchpoints are wiped down between each use/test.								

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 - OAT	Date: 6 th January 2021	Manager Name and Signature: Ben Curtis	Date: 1 st September 2021
Ben Curtis - OBA	1st September 2021		
Review date: Reviewed inline with Government guidance			

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
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