

## Middle, Secondary, Upper School Risk Assessment – Mass Lateral Flow Testing at Robert Bloomfield Academy

Assessment date	23 <sup>rd</sup> August 2021	Lead Assessor	RBA SLT (C ML)
Activity /Task			
Description	<p>General and clinical activities on the testing site at RBA commencing September for staff and pupils Year groups 7 and above for 2 tests (3 days apart). Then move to home testing for staff and pupils until end of September when it will be reviewed.</p> <p><b>Team Leader/Quality Lead name: Colin Marshall</b> Capacity for 10 stations.</p>		
Activities Involved	Traversing the site on foot Testing staff and students	Location	Science labs
Who might be affected	Staff, Students, Contractor, Visitors on site		
Hazard identification and evaluation			

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Current Control/ Mitigation Measures Adequate	
				In Place	Adequate
1	Planning Time and Resources	The school is not able to plan and make the logistical arrangements required to facilitate the testing in the time provided	<ul style="list-style-type: none"> <li>The school has experience of running onsite LFT testing.</li> <li>A Senior Leader has been identified to lead and oversee the school-based testing program.</li> <li>The school has put in place a quality management system, in line with DfE/NHS requirements, and has a designated Quality Lead who has accountability for quality and risk management of the testing program. The Quality Lead has a clear escalation and decision mechanism process.</li> <li>The school has a quality management plan in place prior to the start of the testing that meets the requirements of DfE guidance and includes the following elements:                             <ul style="list-style-type: none"> <li>Training</li> <li>Observation of the testing process</li> <li>Monitoring</li> <li>Risk Assessment</li> </ul> </li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y

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			<ul style="list-style-type: none"> <li>Recording and Reporting</li> <li>Mass testing will only commence once the correct logistical arrangements have been put in place to ensure a safe and effective testing facility.</li> <li>Testing Staff have been provided with the DfE/NHS training modules and will be followed as required by applicable personnel – detailed further later.</li> <li>Guidance documentation has been provided by the DfE / NHS and will be followed in the establishment of the testing program.</li> <li>Schools have been provided with full details of the KIT that will be supplied within the NHS Test &amp; Trace deliveries and the Kit that is required to be sourced locally. All required Kit has been secured.</li> <li>Sufficient supplies of Tests in place for Testing in school and home.</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
2	Testing Location	The school does not have a suitable location within their estate to manage testing	<ul style="list-style-type: none"> <li>The school has identified a secure location for the safe storage of new testing kits (with a temperature of between 2°C and 30°C) and for the separate storage of clinical waste prior to collection.</li> <li>The school has identified a testing location that meets the minimum space requirements. The room can accommodate testing bays and maintain social distancing requirements for all movements within the room, including the integration of a one-way system of movement for those attending testing (incorporating separate entrance and exits). Layout Options, as detailed within the NHS guidance document, will be used.</li> <li>The location identified for testing has been calculated to have sufficient capacity to facilitate the scheduled program (based upon NHS guidance of 11 tests per testing desk per hour).</li> <li>The school has facilitated a significant element of Mass Testing prior to all year groups returning to onsite learning so enabling a suitable location to be identified that is not required for timetabled learning.</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y





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			<ul style="list-style-type: none"> <li>• Prior to starting testing, all staff with roles will be specifically trained for the role they will execute using DfE/NHS resources via the online training and assessment platform, that has been provided in line with stated requirements.</li> <li>• Only staff who have passed the assessments will be permitted to commence testing. A record of testing staff and their passing of the required modules will be kept by the school.</li> <li>• After the completion of training testing staff are allowed time to practice onsite using the testing devices provided.</li> <li>• The DfE Competency Assessment has been completed for all staff roles to ensure their effective operation of the criteria within their role. Any areas of concern have been addressed with a review date set. The Assessments are filed and securely stored.</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
5	Legal Considerations	The school has no legal right to undertake onsite testing and may be liable to legal challenge	<ul style="list-style-type: none"> <li>• All pupil, parent and staff communication has clearly communicated the legal position of the testing programme.</li> <li>• The sharing of health data under the testing program is being facilitated within Safeguarding powers under Section 175 of the Education Act 2002. This is referred to within the Trust Privacy Notice and DfE Testing Program Privacy Notice that has been made available to pupils, parents, and Staff. A copy of this is available for viewing at the testing location reception.</li> <li>• The testing program is recommended and supported, but not mandated.</li> <li>• Pupils and staff will not be required to participate in the Mass Testing program.</li> <li>• Testing will not be undertaken on pupils or staff without their consent.</li> <li>• All pupils aged 16 years and under who are tested will also be required to have parental or legal guardian consent.</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y

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			<ul style="list-style-type: none"> <li>• Tests will be self-administered, under adult supervision, to a participant's own throat and nose.</li> <li>• Specific arrangements have been put in place for children with SEND to mitigate risk of harm through parental or legal guardian consent for adult assistance.</li> <li>• Positive test results will be communicated individually in a location that provides privacy to pupils and staff.</li> <li>• Positive test results will also be communicated to the parents or legal guardians of those aged 16 or under.</li> <li>• Guidance on safe travel and additional precautions (regarding self-isolation, further testing, and family access to benefits) will be provided to those testing positive.</li> <li>• During the testing process anonymity will be provided through digital registration and the use of barcodes against samples. Positive tests will be matched against the digital record and known only to the COVID-19 Coordinator, Registration Assistant and Results Recorder. These roles are all required to be School staff and not 3<sup>rd</sup> party workforce.</li> <li>• The use of barcodes and the following of guidance regarding their correct use will prevent the miscoding of samples and results.</li> <li>• All electronic and paper record Personal Data associated with testing will be destroyed after a month.</li> </ul>	Y	Y
6	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• <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.</li> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> </ul>	Y	Y
				Y	Y
				Y	Y

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			<ul style="list-style-type: none"> <li>Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</li> <li><b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> <li><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.</li> <li>A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</li> <li><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects.</li> <li>Staff have been assigned key roles as per guidance. <a href="https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges#testing-handbook">https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges#testing-handbook</a></li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
7	Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & registration	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Students supervised by school staff</li> <li>Students and staff having staggered arrival times for testing.</li> <li>Regular cleaning of areas</li> <li>One-way system through registration process</li> <li>Training completed for staff and volunteers undertaken roles per guidance.</li> <li>Staff and volunteers to wear visors and PPE commensurate with their role</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
8	Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Pupils given sufficient time and instructions on testing.</li> <li>Samples taken by individual pupil or member of staff</li> <li>Clear advice in signage and by the sampler</li> <li>Clear Perspex barrier in place between testing bays</li> <li>Distance between sampler and subject measured and marked.</li> <li>Sanitiser/handwashing in place and reminders verbally and via signage</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y

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			<ul style="list-style-type: none"> <li>One way system in place through testing area</li> <li>PPE worn by all samplers</li> <li>Training completed for staff and volunteers undertaken roles per guidance.</li> </ul>	Y	Y
9	Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>PPE worn by samplers</li> <li>Sample in a tray with sides</li> <li>Samples moved minimum distance</li> <li>Subjects spread out at intervals so there is no rush to move samples</li> <li>Cleaning between each sample</li> <li>Gloves replaced after each sample processing</li> <li>PPE replaced after spillage</li> <li>PPE checked for damage and replaced as necessary</li> <li>Waste removal via waste bags and bins</li> <li>Handwashing and sanitising throughout by sampler</li> <li>Training completed for staff and volunteers undertaken roles per guidance.</li> <li>Staff and volunteers to wear visors</li> </ul>	Y	Y
10	Contact between sample and test centre runner increasing the transmission of COVID19: Sample processing and analysis	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>PPE worn by test centre runner</li> <li>Sample in a tray with sides</li> <li>Samples moved minimum distance</li> <li>Subjects spread out at intervals so there is no rush to move samples</li> <li>Cleaning between each sample</li> <li>Gloves replaced after each sample</li> <li>PPE replaced after spillage</li> <li>PPE checked for damage and replaced as necessary</li> <li>Waste removal via waste bags and bins</li> <li>Handwashing and sanitising throughout by test centre runner</li> <li>Training completed for staff and volunteers undertaken roles per guidance.</li> <li>Staff and volunteers to wear visors</li> </ul>	Y	Y

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11	Contact between sample and test centre runner increasing the transmission of COVID19: Sample disposal and waste disposal	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• PPE worn by test centre runner</li> <li>• Sample in a tray with sides</li> <li>• Samples moved minimum distance</li> <li>• Subjects spread out at intervals so there is no rush to move samples</li> <li>• Cleaning between each sample</li> <li>• Gloves replaced after each sample</li> <li>• PPE replaced after spillage</li> <li>• PPE checked for damage and replaced as necessary</li> <li>• Waste removal via waste bags and bins</li> <li>• Handwashing and sanitising throughout by test centre runner</li> <li>• Training completed for staff and volunteers undertaken roles per guidance.</li> <li>• Staff and volunteers to wear visors</li> </ul>	Y Y Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y Y
12	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• 2 identical barcodes are provided to subject on their registration card that is produced via baulk registration in association with SIMS.</li> <li>• Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> <li>• Training completed for staff and volunteers undertaken roles per guidance.</li> <li>• Skills review undertaken in selecting staff to undertake role</li> </ul>	Y Y Y Y	Y Y Y Y
13	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>• Subjects are called for a retest.</li> </ul>	Y	Y
14	Extraction solution which comes with the lab test kit contains the following components: NA2HPO4	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards	<ul style="list-style-type: none"> <li>• <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.</li> <li>• <b>Environmental:</b> do not let product enter drains</li> </ul>	Y Y Y	Y Y Y

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	(disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)	anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> <li>• <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</li> <li>• Do not use if the solution has expired</li> <li>• 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.</li> <li>• Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>	Y	Y
15	Occupational illness or injury	Accident/harm to member of staff	<ul style="list-style-type: none"> <li>• Any incidents or near misses to be reported to Team Leader and then investigated by Carrie McMorn and Liz McKay.</li> </ul>	Y	Y
16	Manual handling	Accident/harm to handler	<ul style="list-style-type: none"> <li>• Deliveries to school college are dealt with by staff compliant with H&amp;S training e.g. lifting. Use of trolleys, lift etc.</li> </ul>	Y	Y
17	Unauthorised access by members of the public	Safeguarding risk/theft/close contacts	<ul style="list-style-type: none"> <li>• Maintain usual safeguarding processes including gates, reception</li> </ul>	Y	Y
18	Uneven surfaces (floor protection in the Testing and Welfare areas)	Accident risk	<ul style="list-style-type: none"> <li>• Maintain normal H&amp;S reviews of site flooring e.g. quads/entries</li> <li>• Ensure visual check of floors daily reviewing surfaces</li> </ul>	Y	Y
19	Stairs to / from sample processing / registration area	Accident risk	<ul style="list-style-type: none"> <li>• Maintain normal H&amp;S reviews of site flooring eg quads/entries</li> <li>• Ensure visual check of floors daily reviewing surfaces</li> <li>• Ramp available at the bottom of the playground that leads up to the sports hall (testing site) for wheelchair access</li> </ul>	Y	Y

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	and welfare space				
20	Inclement weather	Accident risk Closure	<ul style="list-style-type: none"> <li>• Snow may halt testing if school/college is shut</li> <li>• Communication via email/in touch</li> <li>• Slip hazards – usual H&amp;S assessments taken before sites opened</li> <li>• Bad weather procedure activated including appropriate mitigating processes (e.g., salt) taken as appropriate</li> </ul>	Y Y Y Y	Y Y Y Y
21	Electrical safety / plant & equipment maintenance Defective electrical equipment	Harm to user	<ul style="list-style-type: none"> <li>• Unnecessary equipment removed and stored.</li> <li>• PAT testing in place and up to date</li> </ul>	Y Y	Y Y
22	Use of shared equipment.	Transmission of the virus leading to ill health or potential death.	<ul style="list-style-type: none"> <li>• Sanitiser/wipes available at all test points and at all workstations as per PHE advice</li> <li>• Sanitising of hands by all involved regularly.</li> <li>• Sanitising of equipment after each use</li> <li>• Cleaners in place to routinely clean touch points</li> <li>• Each operative to have a cleaning routine</li> </ul>	Y Y Y Y Y	Y Y Y Y Y
24	Pupils upset by process	Refusal for further testing. Leading to low uptake and spread of the virus.	<ul style="list-style-type: none"> <li>• Sufficient staff available and time allocated to reassure pupils and allow them to take their time when carrying out testing procedure.</li> <li>• Pastoral support staff on hand to assist.</li> <li>• Screening for privacy whilst testing</li> </ul>	Y Y Y	Y Y Y