

COVID-19: Operational Risk Assessment for On-Site Testing –Ossett Academy

Assessment conducted by:	Samantha Broome	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	26 th February 2021	Reviewed by:	Trustees / CEO	Date of next review:	TBC
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Related documents	
Trust/Local Authority documents:	Government guidance: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	High	H	H	H
	Medium	H	M	L
	Low	M	L	L

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing of staff and pupils/students are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators within academies.

Version	Date	Author	Note of Revisions
1.0	4 January 2021	SBO	Draft 1 for Trustees approval for publication.
2.0	26 February 2021	SBO	Updated for Trustees relative to the commencement of pupil mass testing on site.

Hazard Identification and Evaluation							
No	Hazards	Associated Risks	Current Control/ Mitigation Measures	Risk Rating			Additional Control Needed?
				Risk Rating Prior to Action	Control Measures in Place (Y/N)	Residual Risk Rating	Action / No
1	Testing Location	The academy does not have a suitable location within their estate to manage testing	<ul style="list-style-type: none"> The academy has identified a secure location for the safe storage of testing kits (with a temperature of between 15oC and 30oC) and for the separate storage of clinical waste prior to collection. The academy has identified two testing locations within the Sports Hall and Gymnasium 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 will be based on the NHS guidance document. Students will be directed to hand sanitising stations prior to testing. 	H	Y	L	NFA
2	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"> All pupils/students, parents/carers are to be advised in advance and regularly reminded not to attend the academy 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. Prominent signage reminding attending staff, pupils/students of the above to be displayed at the entrance to the building. Face coverings/masks to be worn by staff, pupils/students, volunteers and anyone working on the testing sites at all times whilst on the premises except for brief lowering at time of swabbing. 	H	Y	L	NFA

			<ul style="list-style-type: none"> • Requirement to wear face covering/mask to be reminded to all staff, pupils/students in advance at time of test booking. • Compliance with wearing of face covering/mask of all staff, pupils/students to be visually checked on arrival by reception / academy staff. • Compliance with wearing of face covering/mask of all staff, pupils/students to be visually checked through academy / testing site by designated staff. • All staff, pupils/students to use hand sanitiser provided on arrival to academy and testing site and adherence to this is enforced by designated staff. • Two metre social distancing to be maintained between all pupils/students, staff, visitors, volunteers and anyone working at the academy and/or testing site with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from designated staff. • A one-way flow of staff and pupils/students through the testing site is to be initiated and maintained at all times. Compliance with this is to be ensured by designated staff. • Regular cleaning of the testing site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter - No physical handing of documents to staff and pupils/students except barcodes and Lateral Flow test kits. • Equipment, tables and chairs to be non-fabric and easy to clean so this can be completed on a regular basis in line with risk assessment. • Existing Year Group Bubbles will have distinct testing times. • Transfer of pupils/students from class to test location will be carefully supervised with socially distanced queuing. • During the first test a designated holding area will be in place for pupils and students awaiting their first test result. 				
3	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"> • Only Asymptomatic pupils/students can be tested. Symptomatic pupils/students will be referred to offsite testing options. • All pupils/students attending tests will be required to maintain social distance and wear face masks in line with existing requirements for communal areas. • All staff and pupils/students will be required to use hand sanitiser on arrival at the testing location. • All pupils attending tests will use the identified one-way system as well as the distinct entrance and exit of the testing location. 	H	Y	L	NFA

			<ul style="list-style-type: none"> The testing site will have measured floor markings in place to ensure compliance with social distancing in addition to verbal reminders if necessary from designated staff. Appropriate PPE to be worn at all times by designated job roles in test centre. Impervious clothing to be worn to protect the body from splashes or spillages. Designated welcome and registration zone, where students are socially distanced is in place people and will only move to the sample testing zone when instructed. Doors will be open in the test centre including registration area to allow air flow. 				
4	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"> Only Asymptomatic pupils/students can be tested. Symptomatic pupils/students will be referred to offsite testing options. All pupils/students attending tests will be required to maintain social distance and wear face masks in line with existing requirements for communal areas. All pupils/students will be required to use hand sanitiser on arrival at the testing location. All pupils attending tests will use the identified one-way system as well as the distinct entrance and exit of the testing location. The testing site will have measured floor markings in place to ensure compliance with social distancing in addition to verbal reminders if necessary from designated staff. Appropriate PPE to be worn at all times by designated job roles in test centre. Impervious clothing to be worn to protect the body from splashes or spillages. Students will be requested to leave the testing area before any samples are collected by processing staff to minimise any contact between students and staff. 	H	Y	L	NFA
5	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"> Two metre social distancing to be maintained between all pupils/students, staff, visitors, volunteers and testing site with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from designated staff. Appropriate PPE to be worn at all times by designated job roles in test centre. Impervious clothing to be worn to protect the body from splashes or spillages. Separate testing bays and sample bays are in place, this will ensure the two areas are not cross contaminated. The bays are also within close distance of the processing areas to ensure the distance the sample has to travel is as short as possible. 	H	Y	L	NFA

6	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> The testing centre will follow the guidance relating to waste disposal. Sufficient waste bins are in the testing centre at the recommended areas and are emptied at regular intervals. The waste associated with testing is not designated as clinical waste. All waste from the testing site will be removed in accordance with the correct waste disposal procedures. Wakefield Local Authority waste collection have confirmed they will collect all waste including healthcare waste as a result of the testing operations. 	H	Y	L	NFA
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> Staff are trained and understand the need for correct and careful labelling using barcodes. 3 identical barcodes are provided to pupil/student at check in. The pupil/student has their personal details including the mobile number and email address of the person being communicated the result prior to arrival on site. These are cross checked against our management information system using the priority one contact details. Barcodes are attached by trained staff at the sample collection bay. Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device at this station. 	M	Y	L	NFA
8	Positive Lateral Flow Test	Transmission of virus leading to ill health or potential Death	<ul style="list-style-type: none"> Identify the positive lateral flow test quickly, and notify team leader/ designated member of staff who will then approach the pupil/student in the holding room and escort them to the medical isolation room. Parent/Carers will need to be communicated with and informed of the result and that pupil/student will need collecting from site. 	H	Y	L	NFA
9	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Rule based recall of pupil/student who have not received a result within 1 hour of registration. Pupil/student member are called for a retest. 	M	Y	L	To review after first launch as the system may slow down once more centres are using it.

10	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards 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"> Nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety visors to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. Product is not permitted to enter any drains. Wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures. Solution will not be used if it has expired. 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. Procedures on the MSDS form provided by Innova will be followed to mitigate against inhalation, skin contact or ingestion of these chemicals. 	H	Y	L	NFA
11	Occupational illness or injury	Inadequately trained testing site staff / volunteers or failure to follow appropriate procedures may lead to illness and/or injury	<ul style="list-style-type: none"> All staff/volunteers have to complete the mandatory training modules relative to their designated job role in the testing centre. All staff/volunteers are not able to work in the testing centre without successfully completing the required training. All staff/volunteers working on the testing site to be informed that they should raise any concern in relation to illness or injury at the earliest opportunity with the Team Leader on site and/or a member of the HR Team. 	H	Y	L	To review as part of the quality lead and where required direct colleagues back to training modules if need arises.
12	Manual handling	Incorrect manual handling may lead to injury of	<ul style="list-style-type: none"> Manual handling of heavy or bulky loads will be undertaken by suitably trained site/premises staff including delivery and transportation of equipment, testing kits and equivalent into the testing site. 	M	Y	L	NFA

		staff/volunteers on testing site	<ul style="list-style-type: none"> • Good manual handling procedures include: Reducing the amount of twisting, stooping and reaching; avoiding lifting from floor level or above shoulder height, especially heavy loads. • Adjusting storage areas to minimise the need to carry out such movements and minimise carrying distances • Assessing the weight to be carried and whether the worker can move the load safely or needs any help. • Testing site staff/volunteers are informed of the appropriate contact for any issues with the moving and/or manual handling of equipment. 				
13	Unauthorised access by members of the public	Unauthorised access may put the secure and safe testing procedures in jeopardy and/or lead to a breach of data protection and/or safeguarding procedures	<ul style="list-style-type: none"> • The testing sites are located within the academy grounds. • Access to either site can only be gained through the main academy security gates that are activated by a staff ID card or by confirmation of a verified visitor status and entry through reception staff. • At all times during the testing process a member of SLT or academy staff will be in attendance to prevent access by any unauthorised parties. • Visitors to the academy site are restricted as part of the academy's main risk assessment. 	M	Y	L	NFA
14	Uneven surfaces (floor protection in the Testing and Welfare areas)	Uneven floor surfaces may lead to injury through slip, trip or fall	<ul style="list-style-type: none"> • Site Team Leader to remain vigilant for any trip hazards, such as uneven floors or trailing cables, and encourage good housekeeping by all staff/volunteers working at the site. • All staff/volunteers working at the site to wear footwear that is suitable for the environment they are working in. • The testing centre floor to be thoroughly checked for any uneven elements or repairs required prior to commencement of testing. 	M	Y	L	NFA
15	Stairs to / from sample processing / registration area and welfare space	Stairs in the testing area may lead to slips, trips or falls resulting in breaches of the testing process and validity of tests Slips, trips and falls	<ul style="list-style-type: none"> • All staff to be aware of their access route to the testing centre and ensure extra care is taken. • Other mitigations to prevent slips, trips and falls within testing site include avoiding floors from getting wet – no drinks permitted within the site other than sealed water bottles. • Cleaner is on hand to respond to spillages that may occur in a timely manner and individuals are prevented from walking on any areas being cleaned following spillages. 	M	Y	L	NFA

			<ul style="list-style-type: none"> Site Team Leader to remain vigilant for any trip hazards, such as uneven floors or trailing cables, and encourage good housekeeping by all staff/volunteers working at the site. All staff/volunteers working at the site to wear footwear that is suitable for the environment they are working in. 				
16	Inclement weather	<p>Inclement weather may result in a reduction in staff availability</p> <p>Inclement weather may impact on testing operations if any aspect of the site is outdoors</p>	<ul style="list-style-type: none"> Sufficient staff cover is to be made available as far as is reasonably possible. Should the number of staff required to run the testing centre not be available, the academy would not operate tests or reduce testing sites to one site until such time as required staffing levels can be achieved with appropriate training. Site staff would ensure removal of any snow or debris following inclement weather prior to commencing testing on any given day. Two teams of staff have been identified with staff trained in multiple roles to ensure there is back up if required. Additional volunteers are trained to support both staff teams to provide full coverage of the two testing sites. 	L	Y	L	NFA
17	<p>Electrical safety / plant & equipment maintenance</p> <p>Defective electrical equipment</p>	Defective electrical equipment may result in risk of injury, accident or inability to operate systems as required	<ul style="list-style-type: none"> Electrical equipment will be subject to visual and maintenance checks prior to use in the testing centre. Electrical equipment will be subject to regular ongoing checks to ensure equipment is in safe working order. Trust ICT staff have provided appropriate ICT devices for use in the testing centre, all of which are checked for defects prior to commencing testing. Testing site staff/volunteers are informed of the appropriate contact for any issues with electrical equipment and how to request maintenance support. 	M	Y	L	NFA
18	Use of shared equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Regular cleaning of the testing site including wipe down of all potential touchpoints and any shared equipment in accordance with PHE guidance. The need to share any equipment will be kept to an absolute minimum if at all to reduce the potential for any transmission of the virus through repeated touching of surfaces and/or equipment. All pupils/students to use hand sanitiser provided on arrival to academy and testing site & adherence to this is enforced by designated staff. 	M	Y	L	NFA

19	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 3 identical barcodes are provided to subject at check in. With one being placed on a registration card for the person to take away for their own records. • The subject is registered prior to their attendance at site as part of our bulk upload process. Test bar codes are allocated to each subject as they attend site. • Barcodes are attached by trained staff at the sample collection bay. • A bar code is fixed to the sample bottle, the Lateral Flow test and the registration card. • Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device at this station. • All barcodes and details of person tested are recorded on the bulk upload spreadsheet and a centralised spreadsheet to ensure any tests that need to be communicated by staff are correct. This will ensure there is a record of the barcode linked to each person for each test they take. 	H	Y	L	NFA
20	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> • Rule based recall of pupils/students who have not received a result within 1 hour of registration • Pupils/students are called for a retest. 	M	Y	L	NFA
21	Pupil/student movement from and to testing site	Pupil/student movement from and to testing site is compromised if bubbles cross or mix	<ul style="list-style-type: none"> • The flow and direction of travel from and to the testing site will be clearly demarcated. • Pupils/students will be supervised and directed to ensure adherence to protocols at all times. • Marshalls will be present on site to ensure the safe movement of students/pupils to and from the testing site. • Pupils/ student not following protocol will be removed from the testing centre. 	M	Y	L	NFA
22	Staffing Resources	The academy is not able to identify suitably trained and sufficient staff to undertake the	<ul style="list-style-type: none"> • Two Senior Leaders have been identified to lead and oversee the testing program to enable them to train and direct staff accordingly. This allows for one Senior Leader to oversee testing in each testing site. • All staff/volunteers have to complete the mandatory training modules relative to their designated job role in the testing centre. 	H	Y	L	NFA

		testing roles required	<ul style="list-style-type: none"> All staff/volunteers are not able to work in the testing centre without successfully completing the required training. After the completion of training, testing staff are provided time to practice onsite using the testing devices provided. Any cover staff or back up teams are also required to successfully complete the mandatory training prior to commencing work in the testing site. Regular reviews of operations and procedures are undertaken and all staff briefed on any changes affecting their designated job role in the testing centre. The testing team is made up of volunteers recruited from non-teaching staff, volunteer members of teaching staff or from volunteers. Testing roles will be allocated in line with DfE/NHS guidance to ensure identified responsibilities are with academy employed staff only. Where existing staff agree to undertake a testing role checks are made to ensure this is in line with agreed terms and conditions of employment. Screening/risk profiling of staff and volunteers on the testing team is undertaken to ensure suitability for the role (e.g., age, underlying health conditions, vulnerable family members). Staffing levels and/or testing schedules are sufficient to allow breaks for staff to reduce risk of errors due to fatigue. All testing staff will either be DBS checked, through their academy roles or work under direct supervision. Pupils/students will be supervised at all times by DBS cleared staff. Proportion of staff are trained in all roles should the need arise during the testing procedure for someone else to step in. 				
23	Communication with parents/carers/staff	Parents/carers are not fully informed of the testing process, resulting in low engagement in the process and/or negative feedback / comments	<ul style="list-style-type: none"> All pupil/student, parent and staff communications clearly communicate the legal position of the testing programme. 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. Pupils/students will not be required to participate in the Mass Testing program – participation is voluntary and subject to relevant consents being in place. All electronic and paper record Personal Data associated with testing will be destroyed after 14 days, in line with the recommended NHS and DfE guidance for testing procedures. 	H	Y	L	NFA

			<ul style="list-style-type: none"> • Parents/carers will receive regular and timely communications regarding the rollout of testing on academy site and be supported to move to the home testing process. • Parents/carers will receive detailed guidance on the process using NHS documentation provided. • Parents/carers will also receive an FAQs document. • Parents/carers will be fully informed regarding the consent process for their child and the data protection regulations associated with the testing process. 				
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