

St Bartholomew's School

Testing Risk Assessment

This Risk Assessment is based on the template provided by the DfE for the mass testing of asymptomatic students and staff within Education. 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 are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators

Assessment Date	04/01/21	Lead Assessor	J Shepherd, Business Mgr. S Letchford, Governor	Contract		Assessment Number	
Assessment Date	01/09/2021	Lead Assessor	J Shepherd, Business Mgr. S Letchford, Governor				
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at St Bartholomew's School, Newbury						
Activities Involved	Traversing the site on foot Testing school staff and students					Location	School Hall
Who Might be affected	Employee ✓	Student ✓	Contractor ✓	Volunteer	Service User		

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	Action No
This Risk Assessment refers to the activity stated in the heading only, namely the testing site and activity at St Barts School, Newbury. Please refer to the site wide Risk Assessment of the school site as a whole for risks and mitigation relating to Covid for school site access and working arrangements.							
TESTING							
1.	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<p>In the first instance consideration should be given to testing of staff carrying out the tests on the day to limit transmission of the disease.</p> <p>The following should be adhered to:</p> <ul style="list-style-type: none"> • Asymptomatic: 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. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects with verbal reminders if necessary from reception, queue management & sampling staff. • A one-way flow of subjects through the building is to be initiated and maintained at all times. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits. 	1	4	4	
2.	Contact between subjects and staff increasing the risk of transmission of COVID19 :	Transmission of the virus leading to ill health or potential death	As Above	1	4	4	

	<u>Welcome & Registration</u>						
3.	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	As Above	1	4	4	
4.	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	As Above	1	4	4	
5.	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	As Above	1	4	4	
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	As Above	1	4	4	
7.	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> Barcode is attached to register card with name and retained by register desk. 2 identical barcodes are provided to subject at registration Register inputs barcode to school student/staff record generated by consent process. Barcode passed to individual who takes to sample collection desk. Barcode handed to testing assistant, these stay with the sample. Barcodes are attached to the Lateral Flow Device at the processing desk. Results are updated to the school student/staff record by matching barcode on the register. Results entered into NHS T&T via bulk upload facility 	1	4	4	

8.	Unable to match barcode to student/staff record	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Barcode checked to registration card held by registration desk. If cannot be matched subject re-called for a test. 	1	2	2	
9.	Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO 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"> All PPE provided by DHSC PPE: 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. Environmental: do not let product enter drains Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures Do not use if the solution 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. School lab technicians to perform processor role.. Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	1	3	3	
10.	Storage of materials	Theft, degradation of equipment.	Testing area either manned or locked.	1	3	3	
ENVIRONMENT							
11	Location, Surfaces, Welfare facilities, Inclement weather	Injury/welfare of participants. Transmission of the virus leading to ill health or potential death	<p>Site chosen with suitable flooring for cleaning spills and minimising access and trip hazards.</p> <p>Site to provide access and egress points for waiting and exit to avoid congregation even in inclement weather.</p> <p>Welfare facilities for staff, testers and participants to be provided in accordance with site wide RA.</p> <p>Electricity, heating and opportunity for free air flow to be considered prior to choosing site and monitored throughout.</p>	1	4	4	
12	Influx of participants in one go inundating facility.	Transmission of the virus leading to ill health or potential death	<p>Pre-scheduling of all subjects.</p> <p>Register desk controls flow of participants</p> <p>Team leaders can stop/start testing as they see fit</p> <p>Member of LT on duty</p>	1	4	4	

13	Manual handling	Injury and/or transmission of the virus	All equipment to be manually handled in accordance with weight and allowances for carrying and lifting. Face masks, Hand Hygiene and Cleaning to be in accordance with overriding advice above.	1	4	4	
GENERAL							
14	Student/Staff consent	Test administered without consent.	Consent form sent to all students and staff. Staff and over 16 consent for themselves as long as over 16's have capability. Under 16's to have parental consent. Google form used to record consent and auto populates a google sheet. Consent on google sheet always checked either by Registration desk or pre-checked by Houses before mass testing. Staff/Student can complete online consent or hard copy. Under 16 students referred to House Office to call home and explain/agree consent or not as required. Anyone can withdraw consent at any point before test. Tests are voluntary and testing does not negate any of the general Covid safety measures in place in school and covered in the whole school Covid RA..				
15	Student requires parent/guardian (third person) to attend	Increasing risk of transmission of the virus leading to ill health or potential death	No parents'/guardian to attend testing site. Any vulnerable/concerned students to be supported by school staff	1	1	1	
16	Student feels unwell during test	Fainting, sickness, gagging	On site first aid trained person to be in attendance or in site location. Area to be set aside for student to recover. Cleaning equipment to be available. Sick bowls available at testing station.	2	2	4	
17	Student changes mind, panics and/or refuses test	Panic attack, emotional	Testing assistants trained to support concerned/upset students. Any vulnerable/concerned students to be supported by school staff House Office and duty LT made aware of any student unable to conduct self-swabbing.	2	1	2	
18	Person requires help to test	Unable to test	Test is a self-administered test. Any vulnerable/concerned students to be supported by school staff No swabbing to be performed by 3 rd party.	2	1	2	
19	Inadequate workforce	Unable to perform on testing on mass scale	Testing facility will not run without adequate levels of staff. School will primarily use existing staff/volunteers to support testing, and/or it may be that additional workforce will be required. All staff should be trained, and DBS checked prior to working in the testing facility. Capacity of testing will be determined by the staff available.	3	3	9	

20	Insufficient/ ineffective workforce	Staff and volunteers	All staff who undertake a role will be trained appropriately. When selecting any volunteers for the LFT roles, consideration will be given to ensure that no 'vulnerable' adults (for example CV/CEV or older members of the public) are accepted due to the potential increased risk to their health. New volunteers require extensive checks and training – overhead may be too great.	1	3	3	
21	Positive test result for Covid-19	Staff and students	Record details: Ensure any details of the pupil/student are recorded securely to protect their privacy. Positive LFT :anyone who tests positive must leave school immediately and arrange a PCR test. Students should be moved to the isolation area until they can be collected, parent/carer to be called. Contact tracing to be undertaken by NHS T&T.. Any close contacts identified in school to be advised to book a PCR and stay off school until results known.	2	2	4	
22	Suitable space	Unable to perform on testing on mass scale	Mass testing would require large spaces which would remove them from school use. Sports hall and School hall only suitable spaces and would severely impact day to day running of school.	2	4	8	

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction	Team leader	8/1/2021	11/2/2021
2	Content of the risk assessment to be communicated with all workers as part of induction	Team leader	01/09/2021	01/09/2021

Additional Notes

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Risk Evaluation

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

Likelihood

Rare, will probably never happen/recur

Unlikely, do not expect it to happen, but is possible

Possible, Might happen

Likely, will probably happen

Almost Certain, will undoubtedly happen

Severity

Negligible

Minor

Moderate

Major

Critical

Risk control strategies

Intolerable – stop activity, take immediate action to reduce the risk

Substantial - Take action within an agreed period

Tolerable – monitor the situation

Trivial – No action required

Declaration - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.	
Persons involved in assessment	Shaun Letchford, Charlie Warner, Karen Sadler, Julie Shepherd
Signature of Lead Assessor	Date

Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident								
Review date	Comments	Reviewed by	Signature		Review date	Comments	Reviewed by	Signature
03/03/2021	Reviewed following first 2 months of testing and in preparation for Mass Testing of students.	JES	JES					

Health and Safety Risk Assessment Sign off Sheet	Assessment Number
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Declaration by employees involved in the activity detailed above – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.							
Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date
CONFIRMATION RECEIVED BY EMAIL.							

