



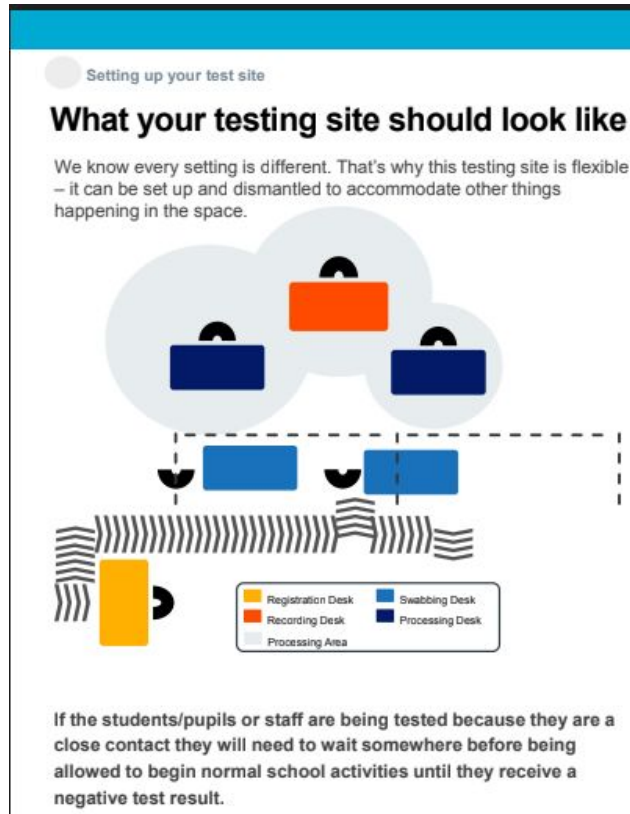
The de Ferrers Trust

Risk Assessment Form: Covid-19 Rapid Testing (addendum to full Covid-19 risk assessment)

Date of Assessment: 22nd January 2021			School: Granville Academy						
Name: M Oliphant			Job Title: Principal						
Signature:			Person(s) involved: Ian McNeilly, Amy Taylor, Joanne Harrison, T Gaunt						
Ref	Identified potential hazards:	Risk Factor L S RS			Control Measures	Residual Risk L S RS			Person(s) responsible and notes
1	Schools are unable to establish an appropriate testing site.	2	4	8	<p>Guidance on the layout and requirements of testing sites has been provided by the DfE and is summarised below:</p> <ul style="list-style-type: none"> • test site flooring must be non-porous and the test site cleanable with the approved cleaning product • test site must be well lit and have good airflow with no recirculation of air • the ambient temperature should be 15-30°C for the lateral flow devices to operate and 2-30°C for storing them • registration desk at the first point where individual being tested would enter the test site • 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 • 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 	1	4	4	

than 1m away. Recording desk to be located close by

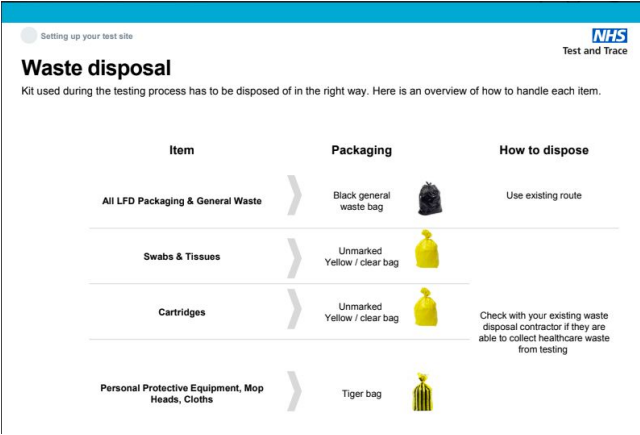
- clear division between swabbing and processing area. This should be clearly set out. Individuals being tested must not enter the processing area.



Testing facilities will be set up in the sports hall where cleaning and good ventilation can be maintained.

3-4 bays will be utilised for swabbing depending on capacity requirements, 2 processing desks, 1 additional results 'waiting' processing desk, 1 recording desk, 2 reception desk.

Social distancing markings will be laid out outside and into the testing centre and test subjects will be given a time slot to reduce queuing.

					Pre Registration is utilised to reduce the need to queue.				
2	Safe disposal of waste from the testing site is not possible	2	5	10	<p>Waste from the testing site must be disposed of following the guidance provided by the DfE (https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRgfrj_b5_P Schools Colleges How To Guide)</p> 	1	5	5	Information has been shared with the Site Resource Manager to ensure correct disposal. SRM has discussed the Waste contractor.
3	Adequate workforce planning and recruitment is not undertaken and therefore not enough workers are available	3	4	12	<p>There are seven roles which must be fulfilled in the testing programme and more than one role can be performed by one person:</p> <ul style="list-style-type: none"> • Quality Lead/Team Leader • Test Assistant • Processor • Covid-19 Coordinator • Registration Assistant • Results Recorder. <p>The size of workforce required at each school will depend on the number of staff and pupils, the physical space available and the time available to complete all tests. The workforce can be made up of existing staff, volunteers and agency staff. The DfE have also stated that limited military support will be made available and is designed to make sure that those schools and colleges that require additional help can access it.</p>	2	4	8	

					<p>The workforce should not be drawn from either the critically extremely vulnerable or the critically vulnerable groups.</p> <ul style="list-style-type: none"> • 8 Volunteers to run the testing facility have been recruited from the school workforce and governors, • A contract cleaner from the school workforce is to be used for the cleaning during and after the testing process • Site team will remove waste after process is finished • Additional supply staff can be used where illness or absence occurs in the team. • It is recognised that when more students and staff attend site additional staff for testing team will be required and recruited • Testing staff have trained in several roles to allow for availability during rota attendance on site or illness. 				
4	Additional costs in respect of the testing programme are in excess of the funding provided by the DfE	2	3	6	<p>The DfE have stated that schools will receive funding to support them with testing costs incurred and that this funding will be received retrospectively.</p> <p>Estimates can be made of the maximum funding available for each school using the DfE's workforce planning tool.</p> <p>Additional costs of testing sites should be logged by all schools to ensure that the data is readily available should a funding claim need to be supported. These costs could include, but are not limited to:</p> <ul style="list-style-type: none"> • Additional staffing costs (overtime, agency staff etc) • Waste disposal • Cleaning equipment • PPE • Costs of creating an appropriate testing site. <p>It is our current understanding that most PPE will be provided directly to schools by the DfE.</p> <p>Where it becomes obvious that the cost of testing is starting to exceed the expected maximum funding available for the school, this should be identified to the Chief Executive and the Chief Financial Officer as soon as possible, who will discuss the situation with</p>	2	3	6	

					the relevant Principal and agree an ongoing approach.				
5	Testing takes place without active consent being obtained	2	4	8	<p>Guidance from the DfE states that:</p> <p>“Participation is voluntary for the programme and active consent is required either by staff, pupils or students or parents/legal guardians, as appropriate. However, if any staff member, student or pupil does not wish to consent to take part in testing they will still be able to attend school or college unless they develop symptoms.”</p> <p>Students aged 11-15 may only participate with written consent from their parent/guardian. This consent will be sought via special consent forms.</p> <ul style="list-style-type: none"> • Consent has been sought from all invited to take part in testing. • Consent will be check on registration • Only those with consent for testing will be invited to all attending a testing session. • Parents' consent has been sought for students. • Parent's of those students over 16 years that have completed consent are consulted by school prior to commencement of testing • Consent has been sort for all staff over 18 • We will uphold the right for consent to be withdrawn on the day of testing should an individual wish. • The government have removed the Contact Testing element to School testing 	1	4	4	<p>Pastoral staff follow this up when consent forms received</p>
6	Infection of testing workforce during testing process	3	4	15	<p>Full training will be provided to the workforce, including training on the use of the appropriate PPE (https://drive.google.com/drive/folders/1jYv0MjFyI1bZgPn_1S10OuRgfrj_b5_P Schools Colleges How To Guide) .</p>	1	4	4	<p>All training of team completed 13/01/2021 with whole team</p> <p>Walk through completed 13/01/2021 with whole team (all went through hand cleansing and doff & don on PPE)</p> <p>Sample testing completed by team leaders and supervisor to</p>

Summary of training requirements

Online Training Platform

	Testing Process Overview	LFD Process (Module 1)	LFD results recording (Module 2)	PPE & Infection control (Module 3)	Guiding subject through swabbing (Module 4)	Train the trainer (Module 5)	Meet and Greet (Module 6)	Online run-through
Estimated Duration	10-15 min	15 min	15 min	15 min	15 min	15 min	15m	30 min
Team Leader (Quality Lead)	✓	✓	✓	✓	✓	✓	✓	✓
Test Assistant	✓	✓		✓	✓		✓	✓
Processor	✓	✓	✓	✓	✓			
COVID-19 Coordinator	✓			✓				✓
Registration Assistant	✓		✓	✓			✓	✓
Results Recorder	✓	✓	✓					✓
Cleaner	✓			✓				✓

Staff members or volunteers with active roles in this programme will not be able to commence their role without having undertaken the online training and passing the required assessments ([https://go.tessello.co.uk/TestDeviceTraining/.](https://go.tessello.co.uk/TestDeviceTraining/))

- Testing workforce:
- Wear IIR grade face masks and visors/goggles, disposable gloves and aprons/long sleeved aprons as per role guidance in SOP
 - Are regularly reminded of infection prevention & control guidance
 - PPE is worn for sessional or individual use as required by the SOP and changed if soiled/contaminated

School has timetabled testing to avoid overcrowding of test station and immediate vicinity

“Business as usual” school staff not to enter the testing site

- Signage is displayed at entrance/exits to test area for:
- Wearing of face coverings
 - Use of hand sanitiser
 - Not to attend with symptoms

70% alcohol hand sanitiser (EN1500 standard) provided by entrance, exit and at each testing area and workstation.

Use of sanitiser/wearing of face coverings/social distancing is enforced by queue monitor.

allow support and quality control 13/01/2021

					<p>Pupils/staff are tested from the same bubble.</p> <p>Disposal of PPE should be in line with government guidance and through appropriate waste disposal arrangements for this type of waste.</p> <p>Only the staff or student being tested plus relevant members of the testing workforce should be in the testing area at the time of testing unless there is a medical reason for someone else to be present (e.g. EHCP requirement).</p> <p>In addition:</p> <ul style="list-style-type: none"> • Face coverings to be worn at all times by those being tested except when lowered for swabbing purposes • Spare IIR face masks will be available for participants if needed • Tables and chairs are easily cleaned • All touch points are disinfected with anti-viral single use wipes between tests • No equipment is shared • No physical handling of documents to participants except barcodes/test kits • Perspex screens installed at registration and processing desks where possible (testing staff to wear IIR face masks/visors/goggles where these are not available) • Floor markings identify 2m social distance requirements in queue and testing areas • Pupils return to class immediately after testing and do not wait in vicinity for results • Staff supporting top up of supplies within test premises do so when no testing activity is taking place • Process Assessments made by QA person 				
7	Positive cases being identified via testing resulting in pupils or staff being removed from schools	3	3	9	<p>The guidance originally issued by the DfE states that where the testing gives a positive result, the person in question should leave the site immediately and seek a further PCR test (externally) through the normal channels. This has now been suspended as a requirement following a positive LF test at school</p> <p>They should follow the government guidelines re: self isolation (currently 10 days from positive test).</p>	3	3	9	Change shared with ALT and staff in testing centre

					Test results are typically available within 30 minutes of swabbing taking place.				
8	Data breach in relation to data collected and held for the purposes of this testing	1	4	4	<p>Only a small amount of personal data is required to be collected and processed as part of this testing programme. Forms have been developed and provided by the DfE which set out the data collection required and these have been reviewed and approved by our own Trust Data Protection Officer (DPO).</p> <p>The DfE have also provided a template Privacy Notice specifically for this purpose. This has been adopted by academy and provided to stakeholders as appropriate, via website and emails.</p> <p>Schools should follow the specified retention guidelines to only store data for as long as required before safe disposal.</p>	1	4	4	
9	Injury to staff or student during self-swabbing	1	2	2	<p>Testing workforce:</p> <ul style="list-style-type: none"> • Are appropriately trained, DBS checked and/or supervised for the role. Training includes test preparation and test results, clinical swabbing, safe donning and doffing of PPE etc. • Understand their duties and have appropriate time allocated for their role e.g.: Team Leader, queue co-ordination, registration; test assistant, test processor and recording results <p>Team leader ensures quality of testing and adherence to Standard Operating Procedures (SOP).</p> <p>Respiratory hygiene, hand washing, safe donning and doffing of PPE and social distancing guidance are regularly reinforced by Team Leader and monitored.</p> <p>Guidance on self-swabbing is to be provided to all staff and students prior to commencement of testing. All self-swabbing will be supervised by a member of the trained testing workforce.</p> <p>Reassurance should be given to staff and students to promote that they are helping to protect each other and 'doing their bit' by undertaking these tests.</p> <p>Posters provided by the DfE which demonstrate how to self-swab (step-by-step guide) are to be printed,</p>	1	2	2	

					<p>laminated and made available at all self-swabbing stations in the testing area.</p> <p>If a member of staff or a student cannot undertake the self-swabbing due to anxiety or distress then they should be reassured and not forced to continue.</p> <p>Even where parental consent has been obtained, the test should not be carried out if a student is unwilling or distressed.</p>				
10	Failure to manage samples and coding resulting in inaccuracies	2	3	6	<p>Registration staff ensures 3 identical barcodes are provided to participants.</p> <p>Participants register their details to a unique ID barcode before conducting the test.</p> <p>Barcodes are attached by testing staff at sample collection desk</p> <p>Barcodes are checked for a match at the analysis desk and attached to Lateral Flow Device (LFD).</p> <p>LFD is processed in accordance with SOP and manufacturer's guidance.</p> <p>Samples are processed one at a time, tube racks are used to avoid spillage.</p> <p>Extraction solution bottles are cleaned with antiviral disinfectant wipes between samples.</p> <p>Test processor changes gloves between each test.</p> <p>The correct amount of extraction solution is used and enough time is allowed for each sample to register the results (30 minutes).</p> <p>Permanent black pen is used to record results.</p> <p>Testing process is supervised with errors being reported and investigated.</p> <p>Results are monitored/validated as required by SOP.</p>	1	3	3	Pre Registration of Students is adopted to reduce queuing and waiting times as registration process is lengthy
11	Difficulty with carrying out throat and mid-turbinate nasal swab or	2	3	6	Only sealed swabs are given out.	1	3	3	

	contamination of swabs (linked to risk 9)				<p>Any damaged swab/test packaging is not used, is treated as clinical waste and this non-use recorded.</p> <p>Staff or student to sanitise hands, use a tissue, and sanitise hands again before opening swab packet</p> <p>Verbal and visual explanations are provided of how to use the swab in the throat and nose.</p> <p>Laminated posters explaining the swabbing process are displayed.</p> <p>Test subjects should be advised to avoid touching swab on any surface within the mouth other than tonsils.</p> <p>Mirror's provided in the testing area.</p> <p>Disposable vomit bowls are provided for those with gag reflex and spillage guidelines followed.</p> <p>Alternative double mid-turbinate swabbing can be used</p> <p>Testing area/booths are thoroughly cleaned and disinfected before next use e.g: table, chair, mirror and laminated posters are wiped between each test with disposable cloths and disinfectant effective against enveloped viruses.</p>				
12	Use of test solutions when processing test kit (contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride))	1	3	3	<p>Chemical components are not classified as hazardous for use as designed.</p> <p>PPE (nitrile gloves/safety glasses with side shields/impervious clothing) is worn at all times when handling extraction solutions.</p> <p>Testers will not use a solution if use by date has expired.</p> <p>Advice on material safety data sheets is followed in case of spillage, inhalation, ingestion or absorption through the skin or disposal of surplus product.</p> <p>Training is provided in handling potentially biohazardous samples, chemicals and good lab practice.</p>	1	3	3	

13	Testing workforce feeling unwell/ displaying COVID 19 symptoms	2	3	6	<p>The member of the testing workforce will isolate and remove themselves from the test centre immediately following safe travel guidance and request a test.</p> <p>Any PPE worn by testing workforce or those supporting them is treated as clinical waste, their work area is thoroughly cleaned and disinfected before reuse.</p> <p>Schools should consider spare staff capacity to replace roles in such situations - i.e. develop contingency plans.</p>	2	2	4	
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Instructions for doing a Risk Assessment

Risk Factor Key			
Likelihood (L)		Severity (S)	Risk Score (RS)
3= Probable 2= Occasional 1= Remote	x	5= Catastrophic 4= Critical 3= Serious 2= Marginal 1= Negligible	=
			10+ High Score 5-9 Medium Risk 1-4 Low Risk

Each form must be completed by a competent person. They must identify every individual or group of people affected by the potential hazard.

What is important is that Control Measures reduce the risk to a manageable level. i.e. 1-9

If residual risk is still 5-9 with control measures consult line management for advice before proceeding.

Score of 1-4 Preventative measures must be introduced.

Score of 5-9 Situation will need tight controls, seek professional advice or alternative if at all possible.

Score of 10+ If residual risk is above 10. Do not proceed. Find an alternative.

Record details of preventative measures, and monitor to ensure control measures are adequate. Ensure assessment is honest and realistic. If you require any assistance please contact.