

## Risk Assessment – Mass Lateral Flow Testing at Wootton Upper School / Kimberley College

Assessment date	01/03/2021	Lead Assessor	Carrie McMorn – Head of school Wootton Upper school Liz MacKay -Deputy Head of Kimberley College Supported by Sherryl Cousins, Health and Safety Competent Person	
<b>Activity /Task</b>				
Description	<p>General and clinical activities on the testing site at WUS/KC commencing 2/3/2021 Initially WUS up to 300 tests the first day. <b>Quality Lead Steph Hills</b> 8 stations have been set up (4 in each lab)</p> <p>Initially up to 300 at Kimberley College. <b>Quality Lead Nikki Lowe</b> Capacity for 8 stations. 8 have been test up. <b>Team Leaders/COVID 19 coordinators: Carrie McMorn, Liz MacKay, Steph McMenemy</b> <b>Data Lead: Registration and results recording oversight: Helen Darlow</b></p>			
Activities Involved	Traversing the site on foot Testing staff and students	Location WUS and KC	Science labs	
Who might be affected	Staff, Students, Contractors, Visitors on site			
<b>Hazard identification and evaluation</b>				

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Current Control/ Mitigation Measures Adequate	
				In Place	Adequate
1	Planning Time and Resources	The school/college 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 Trust has been given 2 weeks to utilise time to put the specified arrangements in place. The set-ups for mass LFT have been used, and finessed, with the provisions and staff on site during lockdown.</li> <li>The Trust has been utilising time up to 2<sup>nd</sup> March, to put the specified arrangements in place.</li> <li>A Senior Leader has been identified to lead and oversee the school and the college-based testing program.</li> <li>The Trust has put in place a quality management system at each site, 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</li> </ul>	Y	Y
				Y	Y
				Y	Y

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Current Control/ Mitigation Measures Adequate	
				In Place	Adequate
			<p>mechanism process.</p> <ul style="list-style-type: none"> <li>The Trust has a quality management plan in place for WUS and KC 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> <li>Recording and Reporting</li> </ul> </li> <li>Mass testing will only commence once the correct 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. Certificates of completed training modules are held and on-site training ahead of mass testing is in place.</li> <li>Guidance documentation has been provided by the Trust and 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 on each site and at home. (home testing kits to be delivered between 8/03 and 15/03-see control at end of document).</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				N	N
2	Testing Location	The school/college does not have a suitable location within their estate to manage testing	<ul style="list-style-type: none"> <li>The Trust has identified secure locations 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 at WUS and KC.</li> <li>The Trust has identified a testing location at each site that meets the minimum space requirements. The rooms can accommodate testing bays and maintain social distancing requirements for all movements</li> </ul>	Y	Y
				Y	Y

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Current Control/ Mitigation Measures Adequate	
				In Place	Adequate
			<p>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.</p> <ul style="list-style-type: none"> <li>• The locations 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 Trust <b>has facilitated</b> a significant element of Mass Testing prior to all year groups returning to onsite learning so enabling a suitable locations to be identified that are not required for timetabled learning.</li> <li>• <b>The school/college will provide weekly home testing kits that allows for twice weekly testing for use of staff and permanent site contractors to use and record the results from w/c 01/03/2021</b></li> <li>• <b>The Trust will bring back bubbles for testing on a staggered basis for the majority of pupils before commencing lessons in school/college for all students and pupils on 15 March.</b></li> </ul>	Y	Y
3	Testing location	The testing location may increase virus transmission	<ul style="list-style-type: none"> <li>• The identified location meets cleaning requirements, i.e. non-porous floor and fully wipeable contact surfaces.</li> <li>• The identified location has all required cleaning materials accessible, which have been secured to ensure sufficient supply.</li> <li>• Any additional Supplies costs will be reclaimed from the additional DFE funding for testing.</li> <li>• Cleaning of all surfaces, in line with COVID-19 protocols, will be undertaken between each test.</li> <li>• The DfE/NHS online training modules that are required to be undertaken and have successful assessments by all testing staff, include the following applicable modules which are applicable to reduce virus transmission: <ul style="list-style-type: none"> <li>• Infection prevention and control measures</li> <li>• Cleaning protocols</li> <li>• Appropriate use of PPE</li> <li>• Test kit storage</li> <li>• How to deal with any contamination or other incidents</li> <li>• Waste management</li> </ul> </li> <li>• All staff supporting the testing will be required to maintain social</li> </ul>	Y	Y

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Current Control/ Mitigation Measures Adequate	
				In Place	Adequate
			<p>distance whilst pupils self-administer the tests</p> <ul style="list-style-type: none"> <li>• Full PPE will be worn by all staff who are supporting testing. The wearing and changing of PPE will be undertaken in line with NHS guidance and training provided.</li> <li>• All waste generated within the testing location will be disposed of in line with NHS guidance, including the use of clear and yellow bags disposed of through mainstream waste disposal.</li> <li>• The Trust's waste collector has been contacted and confirmed their ability to collect the healthcare waste from the school and college sites.</li> <li>• Spillages – any spillages are cleaned up immediately and thoroughly by staff in appropriate PPE. Testing in the affected area is paused until it is safe to continue.</li> <li>• Only Asymptomatic pupils and staff can be tested. Symptomatic pupils and staff will be referred to offsite testing options.</li> <li>• All staff and pupil attending tests will be required to maintain social distance and wear face masks in line with existing requirements for communal areas.</li> <li>• All staff and pupils will be required to use hand sanitiser on arrival at the testing location.</li> <li>• All staff and pupils attending tests will use the identified one-way system as well as the distinct entrance and exit of the testing location.</li> <li>• Existing Year Group Bubbles will have distinct testing times for logistical expediency. Staff and pupil social distancing and conduct will not impact upon risk of contamination.</li> <li>• Transfer of pupils to and from test location will be carefully supervised with socially distanced measures. Once tested pupils will exit the site and subsequently be contacted if necessary, (positive or void test result).</li> <li>• Additional arrangements in place to allow siblings living in the same household to be tested at the same time/location. Supervision in place to ensure social distancing between households.</li> <li>• Additional arrangements in place for limited evening appointments</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
4	Staff Resources	The school/college	<ul style="list-style-type: none"> <li>• A Senior Leader has been identified to lead and oversee the school-</li> </ul>	Y	Y



No	Hazards	Associated risks	Current Control/ Mitigation Measures	Current Control/ Mitigation Measures Adequate	
				In Place	Adequate
			<p>DfE/NHS.</p> <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 Trust.</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> <li>• Additional support from casual staff to assist in the testing procedure and additional tasks as required.</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
5	Legal Considerations	The school/college 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>• Staff will not be required to participate in the Weekly Routine Testing program.</li> <li>• Pupils and staff will not be required to participate in the Close Contact Serial Testing program but may instead be required to self-isolate and not attend onsite teaching for 10 days after identification as a close contact.</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Current Control/ Mitigation Measures Adequate	
				In Place	Adequate
			<ul style="list-style-type: none"> <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> <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 Trust 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
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				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> <li>• Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> </ul>	Y	Y
				Y	Y
				Y	Y

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Current Control/ Mitigation Measures Adequate	
				In Place	Adequate
			<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>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff.</li> <li>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</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.</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
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 Trust staff</li> <li>Displays reminding about face coverings and social distancing</li> <li>Students having staggered arrival times for testing.</li> <li>Registration in L3 at WUS/ 2N03 at KC with spaces marked to support distancing</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</li> </ul>	Y	Y



No	Hazards	Associated risks	Current Control/ Mitigation Measures	Current Control/ Mitigation Measures Adequate	
				In Place	Adequate
			role		
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 (WUS and KC)</li> <li>• Distance between sampler and subject measured and marked.</li> <li>• Sanitiser/handwashing in place and reminders verbally and via signage</li> <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 Y Y Y Y Y Y	Y Y Y Y Y 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 Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y
10	Contact between sample and test centre runner increasing the transmission of COVID19:	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> </ul>	Y Y Y Y Y	Y Y Y Y Y

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Current Control/ Mitigation Measures Adequate	
				In Place	Adequate
	Sample processing and analysis		<ul style="list-style-type: none"> <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
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 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 at check in</li> <li>• The subject registers their details to a unique ID barcode before conducting the test</li> <li>• Barcodes are attached by trained staff at the sample collection bay</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 Y Y Y Y
13	Damaged barcode, lost	Orphaned record on registration	<ul style="list-style-type: none"> <li>• Subjects are called for a retest.</li> </ul>	Y	Y

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Current Control/ Mitigation Measures Adequate	
				In Place	Adequate
	LFD, failed scan of barcode	portal & No result communicated to individual			
14	Extraction solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (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"> <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> <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 Y Y Y	Y  Y Y 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 Ken Hance and either Carrie McMorn (WUS) and Liz McKay (KC).</li> </ul>	Y	Y
16	Manual handling	Accident/harm to	<ul style="list-style-type: none"> <li>• Deliveries to school and college are dealt with by staff compliant with</li> </ul>	Y	Y

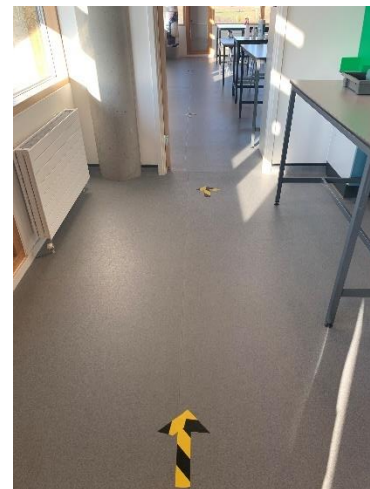
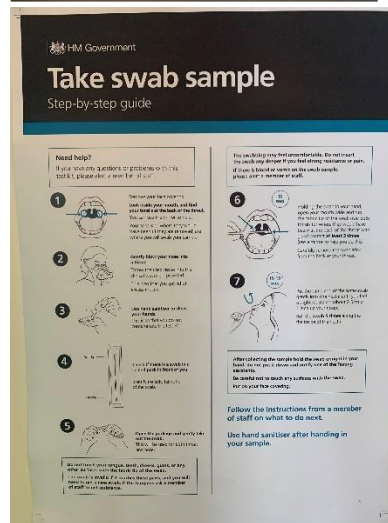
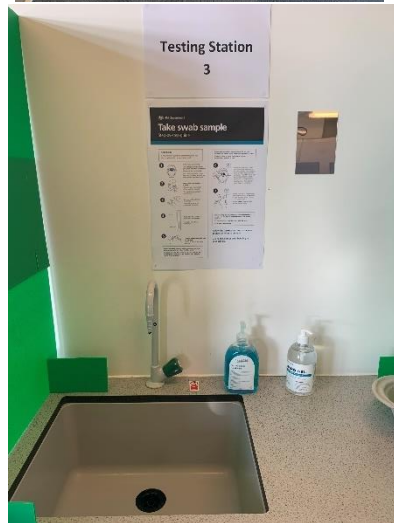
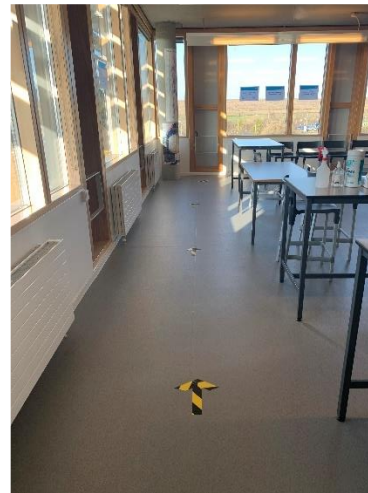
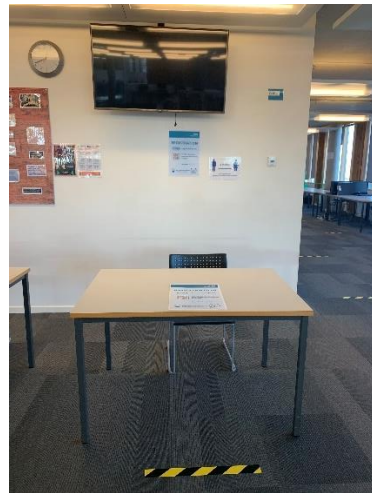
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Current Control/ Mitigation Measures Adequate	
				In Place	Adequate
		handler	H&S training e.g. lifting. Use of trolleys, lift etc.		
17	Unauthorised access by members of the public	Safeguarding risk/theft/close contacts	<ul style="list-style-type: 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	Y Y
19	Stairs to / from sample processing / registration area and welfare space	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 WUS for wheelchair access</li> <li>Lift available at KC</li> </ul>	Y Y Y Y	Y Y Y Y
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	Refusal for further	<ul style="list-style-type: none"> <li>Sufficient staff available and time allocates to reassure pupils and</li> </ul>	Y	Y

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Current Control/ Mitigation Measures Adequate	
				In Place	Adequate
	process	testing. Leading to low uptake and spread of the virus.	allow them to take their time when carrying out testing procedure. <ul style="list-style-type: none"> <li>• Pastoral support staff on hand to assist.</li> <li>• Screening</li> </ul>	Y Y	Y Y

Control improvements				
Action	Recommended additional control measures	Responsibility	Target date	Completion date
1	Content of risk assessment to be communicated to all staff	SMC CMC EM	02/03	
2	H&S reminders via regular staff meetings re complacency and covid expectations-	CMC EM	02/03	
3	Daily/weekly Compliance checklists to be completed	KH	On-going	
4	Sufficient supplies of tests in place for testing at home.	Govt.	8-15/03	

# Appendix 1 photos

## Kimberley college Lateral flow testing test set up



Wootton Upper School Lateral flow testing test up

