

[Updated] Coronavirus (COVID-19): Risk Assessment –Lateral flow testing in schools -Covid 19

Spencer Academies Trust

Assessment conducted by: Joshua Beeson	Job title: Facilities Manager	Covered by this assessment: <u>Staff, Volunteers, students and visitors</u>
Date of assessment: 04/01/21	[Updated] Review interval: <u>in line with government updates</u>	Date of next review: in line with government updates

Related documents

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/946612/How_to_do_your_test_COVID_19_instruction_leaflet_for_schools.pdf

https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRgfrj_b5_P

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19). This document should be read in conjunction with the most up to date guidance which changes frequently to ensure we are following the most recent version. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> . This risk assessment should also be followed in line with local level risk assessment. (Each individual site/ Office)

Area for concern	Who is at risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Volunteers attending site	Pupils and staff could be at risk due to DBS not being in place	H	<ul style="list-style-type: none"> All volunteers must have an enhanced DBS where the principal deems this necessary. If an enhanced DBS is not carried out an individual risk assessment on each volunteer MUST be carried out. Staff are sourced internally and vetted by Arnold Hill. No volunteers will be allowed to start working until we have academy DBS clearance. Any volunteers with DBS clearance from other organisations will be risk assessed and not allowed to be alone with children or supervise the administration of tests until academy clearance is received. 	Y	Principal and Covid Team Leaders	18.01.2021	L
Transmitting/ Contracting Covid 19 during lateral flow testing	Staff, Volunteers and pupils	H	<ul style="list-style-type: none"> Any staff or volunteers involved with lateral flow testing MUST have completed infection prevention control training available via Ihasco. Any staff or volunteers involved with lateral flow testing MUST have completed the training issued in line with government guidance. The training can be found here https://go.tessello.co.uk/TestDeviceTraining/Login.aspx?ts=637453696467872809 	Y	Principal and Covid Team Leaders	18.01.2021	L

Area for concern	Who is at risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Spread of infection	Staff, Volunteers and pupils are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> ▪ All Controls within the main Covid 19 RA must still be followed ▪ Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times and disposed of in clinical bins provided. ▪ Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. Following the prevention guidance- Catch it, Bin it, Kill it as well as Hands, face space, should be promoted at all times- signage to this effect should be displayed in all areas of the school including the testing area. ▪ Pupils must wash their hands after they have coughed or sneezed. ▪ Pupils to queue 2 metres apart at entrances (where possible) and exits to avoid risks of transmission. This can be reduced to 1m+ where additional controls are in place. Masks/visors/PPE or part of a bubble ▪ Windows must be kept open as much as possible safety dependent. ▪ People in the testing area must be kept to a minimum ▪ All staff and volunteers carrying out Lateral flow testing must wear PPE including but not limited to- disposable face covering and face shield/visor, disposable apron, disposable gloves. The level of PPE required will depend on what role they have been assigned. ▪ Sanitiser Must be available at each booth/ designated area 	Y	Principal and Covid Team Leaders	18.01.2021	L

Area for concern	Who is at risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Poor management of infectious diseases	Staff, Volunteers and pupils are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Social distancing measures are implemented as much as possible and PPE is worn by staff and volunteers. PPE worn at each testing position is appropriate to the online training issued by the Government. The testing area is cleaned thoroughly with viricidal cleaning fluid after each pupil. Regular additional cleaning throughout the day and within the testing area, cleaning thoroughly at the end of each day where the testing stations have been in use. The site manager and Covid Team Leaders monitors the cleaning standards of test centre cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus with the Head of estates and facilities. All furniture within the testing area must be non porous and wipe able. Any issues can be discussed with the site manager. 	Y	Principal and Covid Team Leaders	18.01.2021	M
Lack of training and incorrect use of lateral flow devices	Staff, Volunteers and pupils are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> All staff must have completed the appropriate online training PDF attached. Follow the training link https://go.tessello.co.uk/TestDeviceTraining/Login.aspx?ts=637453696467872809 School keep pupils and parents adequately updated about any changes to infection control procedures as necessary. The Principal keeps staff updated on government guidance as soon as any information is updated. 	Y	Principal and Covid Team Leaders	18.01.2021	M

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			<ul style="list-style-type: none"> ▪ Information for all schools can be found on the google drive link https://drive.google.com/drive/folders/1jYv0MjFyllbZgPn_1S100uRgfrj_b5_P ▪ Staff pupils and visitors self administering test will be given clear instruction on how to complete their own tests. Testers and information posters are available throughout the testing process. 				
Testing without consent	Staff,Volunteers and pupils	H	<ul style="list-style-type: none"> ▪ All staff partaking in the testing scheme will consent. ▪ All pupils age 11-15 years will have to have provide written consent from their parents/carers via the forms sent home. Children aged 16 and above do not need a parental consent form but will still need to provide written consent. ▪ At the registration point, pupil identity and consent will be checked prior to being given a test kit. ▪ All persons undergoing testing will be registered on each occasion they test. ▪ As individuals self-test, completing the test is a secondary form of consent. ▪ No individual who refuses to test at the testing area will be required to test. 	Y	Principal and Covid Team Leaders	18.01.2021	L

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Lack of social distancing / unsuitable testing location	Staff,Volunteers and pupils are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> Within the designated testing area, a one-way system should be in place ideally an entry and a separate exit door. Pupils must social distance whilst waiting to be tested. Signage must be displayed reminding staff and pupils of this. The room should be sufficiently ventilated by opening windows and doors where possible. A bubble management system will be in place to ensure that bubbles do not mix during testing. A suitable location/ room is set up in line with government guidance. 	Y	Principal and Covid Team Leaders	18.01.2021	M
Contact with covid positive individuals/ positive tests	Staff,Volunteers and pupils are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> Staff MUST have completed the training provided in line with government guidance. Hand sanitiser is available at entry and exit points and in each testing area/booth Instructions on how to complete (attached below) the test must be in each booth/area. These must be laminated and stuck on the wall or table to ensure they can be cleaned before and after the booth is used. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/946612/How to do your test COVID 19 instruction leaflet for schools.pdf In the event of a positive test, the person must be isolated and the parent/ carer must be contacted immediately. If a child or staff member tests positive they will be required to complete a PCR test (home test) and isolate for 10 days. The area/ booth within the testing area must be thoroughly cleaned before it is used again and all waste placed into clinical waste bins. These must be emptied at least daily or more frequently where required. 	Y	Principal and Covid Team Leaders	18.01.2021	M

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			<ul style="list-style-type: none"> ▪ Staff supporting testing must not have any underlying health conditions which means they are at a greater risk. ▪ Staff within the testing area should be assigned with specific roles as per the latest government guidance contained within the schools and colleges testing handbook https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf ▪ The testing area is set up as per government guidance that staff and volunteers must have read in accompaniment to this additional RA. The school must ensure they have a signed record where staff have confirmed that they have read and understood this risk assessment along with the handbook. ▪ Face coverings must be worn at all times by pupils unless in the booth carrying out the test. Face coverings must not be placed on any surface within the testing area. Small disposal face covering bags should be provided so that students have a suitable place to store their mask whilst completing the test. ▪ Staff and volunteers within the testing area will be required to wear full PPE – Coveralls, disposable apron, disposable gloves, fluid repellent face mask and full face shield. ▪ Tests must be stored in a dry and secure area. 				

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Disposal of lateral flow devices	Staff, Volunteers and pupils could come into contact with covid 19 contaminated samples	H	<ul style="list-style-type: none"> Each testing booth/ area must have its own clinical waste bin to There should be additional bins available. The bins must be emptied and sterilised at the end of each day. Cleaning staff must wear full PPE including coveralls, disposable apron. All waste from the testing area must be placed into clinical waste bags for incineration. 	Y	Principal and Covid Team Leaders	18.01.2021	L
Emergencies	Staff,Volunteers and pupils are at possible risk of contracting/trans mitting Covid-19	H	<ul style="list-style-type: none"> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. Only Academy staff will have access to pupil records in case of an emergency. 	Y	Principal and Covid Team Leaders	18.01.2021	M
Poor/ lack of cleaning could lead to the spread of infection	Staff/ pupils and visitors are at possible risk of contracting/trans mitting Covid-19	H	<ul style="list-style-type: none"> Regular handwashing for pupils/ staff/ visitors using soap and water for at least 20 seconds. Sanitising products available in testing area and disposable cloth/tissue. Additional handwashing outside in communal areas to be provided where possible whilst ensuring water hygiene is adhered to. Cleaning staff to clean regularly throughout the day covering high intensity touch areas, these areas will be labelled with specific labels from site mark. These labels allow a focus for cleaning staff and to alert pupils and staff they are high touch areas and to use caution. 	Y	Principal and Covid Team Leaders	18.01.2021	M

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			<ul style="list-style-type: none"> All cleaning of rooms and communal areas such as staff rooms are to have a cleaning rota outside each room that the cleaner can sign to indicate the frequency of cleaning. Bins will be emptied regularly throughout the day. Rooms not in use will be kept locked so cleaners can focus on areas in use. 				
Incorrect use of PPE	Staff/ pupils and visitors are at possible risk of coming into contact with contaminated equipment or bodily fluids.	H	<ul style="list-style-type: none"> All Staff and volunteers will have completed all of the relevant training and the school will keep all training records. Signage on how to correctly wear and remove PPE will be displayed within areas where PPE is put on and removed. All used PPE must be disposed of into clinical waste bins Disposable PPE must ONLY be worn once and not reused. The school will ensure that stocks of PPE are made available at all times during lateral flow testing. If at any point the PPE runs out the testing must cease until further PPE has been acquired. 	Y	Principal and Covid Team Leaders	18.01.2021	M
Incorrect storage of LFD	Staff/ pupils and visitors are at possible risk of invalid test results	H	<ul style="list-style-type: none"> LFD's will be stored between 2 -30 degrees C. The ambient temperature within the testing area will be 15-30 degrees. The temperature will be monitored regularly within the testing area. Heaters maybe required during winter to ensure the temperature doesn't fall below 15 degrees C. 	Y	Principal and Covid Team Leaders	18.01.2021	M

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Air conditioning systems and Ventilation systems	Staff/ pupils and visitors are at possible risk of contracting Covid-19	H	<ul style="list-style-type: none"> ▪ Air conditioning unit use must follow HSE guidance last updated 5.10.2020 ▪ https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm ▪ Rooms where possible are cooled prior to use ▪ Those in use all day should have periods of time prior to and after every lesson where the room is vacated and ventilated by natural means – doors, windows open. ▪ Occupied rooms should use natural ventilation such as external door/ window for the duration of the lesson. ▪ Corridors and communal areas should be ventilated with natural air where possible. ▪ In demand control systems CO2 set points should be set to 400ppm to increase the delivery of outside air ▪ Ensure that numbers are limited to those that comply with social distancing regulations. ▪ Ensure that all systems are serviced over the summer, as per PPM's on Every. ▪ "All systems to remain energised in normal operating mode. Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal. Where possible, occupied room windows should be open. Ventilation to chemical stores should remain operational." ▪ Ensure that ventilation facilities are not obstructed or blocked by curtains or furniture. ▪ Turn off recirculation and use a fresh air supply only 	Y	Principal and Covid Team Leaders	18.01.2021	L

