

COVID-19: Operational risk assessment for mass testing in schools

Assessment conducted by:	Jayne Gaunt	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	January 2021	Review interval:	Half termly	Date of next review:	March 2021
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Related documents	
Trust documents:	<p>Government guidance:</p> <p>Schools Colleges How to Guide</p> <p>Schools and Colleges Training Guide</p> <p>Competency Checklist for Key Roles</p> <p>Sample Quality Checklist</p> <p>Online training and webinars</p>

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)

<p>Contact between subjects increasing the risk of transmission of COVID 19</p>	<p>M</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 fever and/or new persistent cough) or if they have returned within 14 days for a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: signage reminding attending subjects to be displayed at the entrance to buildings and testing rooms • 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 as they enter the testing room • Compliance with wearing face covering/mask to be visually checked throughout school • Hand hygiene: all subjects to use hand sanitiser provided on arrival and adherence to this enforced by reception and testing assistants • Social distancing: 2m social distancing to be maintained between subjects with measured floor markings in place and verbal reminders from supervising staff • One way flow of subjects through the building and testing room to be in place • cleaning: regular cleaning of testing rooms including wipe down of all potential touch points in accordance with PHE guidelines 	<p>Individuals will be asked at registration if they are displaying any symptoms, have travelled recently or have been in close contact with anyone displaying symptoms as this test is not appropriate for them and they should arrange a PCR test.</p> <p>Regular reminders to parents of the above through social media, text and letter.</p> <p>Signage is in place identifying the entrance and the exit to the testing location.</p> <p>Face masks are worn at all times in the site whilst students are in a circulation area. A face mask will be worn until seated/ standing at the testing station and then removed briefly for swabbing. Spare masks will be available on the registration desk. The face mask is replaced immediately after sanitising and before leaving the testing room.</p> <p>Once seated the individual will sanitise, blow their nose, dispose of the tissue and re-sanitise.</p> <p>There are 2m markings on the floor and individuals will adhere to social distancing. Verbal reminders will occur as necessary. There are arrows on the floor to show the flow of subjects through the testing site. There are 6 testing</p>	<p>L</p>
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				<p>bays. Only 6 students at a time will be allowed into the testing area.</p> <p>There will be an on-site cleaner available at all times to respond to spillage or room evacuation situations. The cleaner will also clean through the room at least twice a day, including touch points such as door handles etc.</p> <p>Testing tables and chairs will be wiped between subjects and any shared equipment such as mirrors will be cleaned also between subjects.</p>	
Contact between subjects and staff increasing risk of transmission of COVID 19	M	<ul style="list-style-type: none"> See above 		<p>Measures are in place to ensure there is no close contact between subjects and staff and visual checks will be made. Staff will social distance from students as much as possible.</p> <p>Any queue to enter the testing site will be closely monitored and managed to avoid close contact.</p>	L
Contact between subjects and sampler increasing risk of transmission of COVID 19	M	<ul style="list-style-type: none"> See above 		<p>Measures are in place to ensure there is no close contact between subjects and staff and visual checks will be made.</p> <p>Appropriate and recommended distancing between tables is in place with screens in place to separate students and staff and also to promote privacy.</p>	L
Contact between subjects and test assistant increasing risk of transmission of COVID 19	M	<ul style="list-style-type: none"> See above 		<p>Measures are in place to ensure there is no close contact between</p>	L

				<p>subjects and staff and visual checks will be made.</p> <p>Appropriate and recommended distancing between tables is in place with screens in place</p>	
<p>Contact between samples and sample testers increasing risk of transmission of COVID 19</p>	M	<ul style="list-style-type: none"> • PPE to be provided and worn in line with DfE guidance for each role • Training to be completed on role and how to undertake • Online competency test taken before commencing role • Weekly competency checks undertaken by Supervisor 		<p>Appropriate PPE for each role in the testing journey is provided and training has occurred in how to don and remove and dispose of it safely in line with DfE guidance for each role. Training certification for the competency test has been seen and collated. Competency checks to be carried out weekly as part of the QA process.</p>	L
<p>Incorrect result communication</p>	M	<ul style="list-style-type: none"> • 2 identical bar codes provided to subject in their classroom before moving to the testing room <ul style="list-style-type: none"> ○ The subject registers their details to a unique ID barcode before conducting the test ○ or ○ for students, an administrator will have logged the student to the barcode in advance. Registration cards with each students' barcodes and names will be filed in sealed, named, pre-dated envelopes and provided to students as they arrive at the testing site. Students will take their envelope to the testing bay. One of the 3 barcodes will be kept at the registration desk to be assigned to the internal register • Barcodes attached to tests by trained staff at testing bay • Barcodes checked for congruence at the processing desk and applied to LFD 		<p>2 identical bar codes are issued by the registration operative to the subject and the subject/ administrator registers their personal details to a unique barcode prior to testing.</p> <p>1 bar code is kept at the registration desk and assigned to the internal LFT register.</p> <p>Bar codes are applied to the LFD by trained processing staff to ensure accuracy at the processing desk</p>	L
<p>Damaged barcode, lost LFD, failed scan of barcode</p>	M	<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within 2 hours of registration • Subjects called for retest 		<p>When a subject has not received their test result within 2 hours of testing, they will be re-called for a re-test.</p> <p>Processors will note which tests are void and will use barcodes to identify the students required to</p>	L

				be re-tested within 2 hours of the original test.	
Extraction solution which comes with lab test kit contains the wrong components	L	<ul style="list-style-type: none"> • PPE: nitrile gloves which meet 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. Plastic aprons to be worn to protect the body from splashes or spillages • Environmental: do not let the product enter drains • Spillages: wipe surfaces which the solution has been split on and suppose of cleaning material in line with the waste disposal procedure • Do not use if the solution has expired • Training completed in handling the solution and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling • Follow procedures provided by Innova to mitigate against inhalation, skin contact or ingestion • Tests to be stored in a secure location 		<p>The PPE provided by the DfE will be checked against the given criteria to ensure we have the correct components.</p> <p>No products will enter drains and will be disposed of according to the guidance and training.</p> <p>Any spillages will be dealt with in line with waste disposal procedures.</p> <p>The expiry date on the solution provided has been checked.</p> <p>Training and appropriate competency certification has been completed. Good lab practice and handling technique will be part of the on-going QA process.</p> <p>The procedures provided by Innova will be adhered to to prevent inhalation, skin contact or ingestion.</p> <p>Tests will be stored in a secure location and at the correct temperature as per the guidelines.</p>	L