

## High Storrs School

V2 – updated 4/3/21



### Introduction

This risk assessment relates the Asymptomatic Testing Program that was been announced by the Department for Education (DfE) for commencement in January 2021.

The school-based program will utilise the Lateral Flow Device (LFDs) rapid test. Based upon clinical evidence these tests, when used effectively, can help identify people who have high levels of virus but who do not have symptoms and would not otherwise be coming forward for a test. It is therefore hoped that the chain of possible infection can be reduced through this school-based program.

This testing program is only intended for potential asymptomatic students and staff. Symptomatic students and staff will be required to undertake standard offsite testing options.

The testing program contains the following elements:

**Asymptomatic Mass Testing** – Testing of all children in school during the lockdown (ie children of critical workers and vulnerable children) w/c 18/1/21. Return to onsite learning testing in February 21 tbc

Individuals will undergo two tests spaced 3 to 5 days apart. The aim is to identify asymptomatic students and staff to reduce the level of potential infection within schools during lockdown and at the point at which there is a return to onsite learning in line with the dates advised by the DfE (from 8/3/21).

- **Asymptomatic Weekly Routine Testing - Staff:** All secondary school staff will be able to have routine testing once a week. The aim is to identify asymptomatic staff to reduce the level of potential infection within schools. At HSS this begins w/c 18/1/21. NB from 8/3/21 this moves to home testing – see separate risk assessment

An individual will be told if they test positive on a 'lateral flow' test. A small number of individuals may need to repeat the test if the first test was invalid or void for some reason. Any student or member of staff who tests positive on the lateral flow test will need to leave school and self-isolate as per the guidance.

The risks and required control measures have been identified at Trust Level using DfE and NHS guidance and its experience from participating in a pilot testing programme. Our testing system has also been advised to our Public Liability Insurer. Schools are required to:

- Identify any additional school-specific controls that may be required for operation; and
- Confirm all identified required control measures are in place.

**COVID-19 Risk Assessment: School Based Asymptomatic Testing**

<b>School Name:</b>	High Storrs School
<b>Local Completion managed by - Name:</b>	Claire Tasker, Head
<b>Local Completion managed by - Job Title:</b>	Alison Foulkes, BSM
<b>Assessment Date:</b>	14/01/2021

<b>Trust Risk Assessment check - Name:</b>	Steve Machin
<b>Trust Risk Assessment check conducted by - Job title:</b>	Infrastructure Manager
<b>Date of check:</b>	15/01/2020
<b>Version Date:</b>	04/03/2021

**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
4/3/21	Updated in line with new guidance and in preparation for return to school mass testing	C Tasker	CT

Review date	Comments	Reviewed by	Signature/Initials

General Risks

Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Completed
			Probability	Severity	Risk	
Planning Time and Resources	The school 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 school has worked very hard and extended hours in the first two weeks of term to put the specified arrangements in place.</li> <li>Two Senior Leaders have been identified to lead and oversee the school-based testing program – Claire Tasker and Alison Foulkes (with support from SLT and Admin Team Leaders)</li> <li>The school has put in place a quality management system, in line with DfE/NHS requirements, and has a designated Quality Lead (Team Leader role) who has accountability for quality and risk management of the testing program. The Quality Lead has a clear escalation and decision mechanism process.</li> <li>The school has a quality management plan in place 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>The school has not been required to put in place testing ahead of children of critical workers/vulnerable children return to onsite learning. Testing is to start from week commencing 18<sup>th</sup> January (for onsite staff and students) and guidance, including template communication material and consent forms, have been provided by the Trust and DfE and the school has worked hard to adapt them for the HSS context (NB some DfE documentation contains incorrect detail such as return dates and the school has worked hard to manage this)</li> <li>Mass testing will commence once the correct logistical arrangements have been put in place to ensure a safe and effective testing facility and if deemed necessary by the Trust board/or if it is mandated by the DfE.</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.</li> <li>Guidance documentation has been provided by the DfE / NHS, Sheffield CC/Learn Sheffield and the Trust and will be followed in the establishment of the testing program.</li> <li>Schools have been provided with full details of the testing 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 and deliveries checked. Where there was kit outstanding we have sourced kit.</li> <li>First starter packs of up to 1,000 test kits, along with PPE and PCR tests arrived at all secondary schools on 4<sup>th</sup> January and in that week – a member of staff has been identified to be on site to receive the delivery. The kit was checked against delivery notes and issues identified</li> </ul>	2	5	But we would postpone start so risk is manageable  L	<input type="checkbox"/>
<b>School-specific additional controls</b>						

Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Completed
			Probability	Severity	Risk	
		<ul style="list-style-type: none"> <li>Several SLT meetings were held to plan the programme and complete a HSS action plan. Regular meetings between Head and BSM (Team Leader) and communications with staff, families and governors to keep the community up-to-date</li> <li>WE will postpone the start date of 18/1/21 if we have any concerns</li> </ul>				
Testing Location	The school does not have a suitable location within their estate to manage testing	<ul style="list-style-type: none"> <li>The school has identified a secure location for the safe storage of new testing kits (with a temperature of between 2°C and 30°C). This is our current Covid isolation space which is a large room. Yellow hazard waste bags will be used for the separate storage of clinical waste prior to collection.</li> <li>The school has identified a testing location that meets the minimum space requirements. The room can accommodate testing bays and maintain social distancing requirements for all movements 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. This is the Activity Studio at HSS (for the first weeks of testing). It has two sets of doors and can be reached from the outside of the building. The layout enables a one-way flow including access to a large and well ventilated waiting area nearby for those awaiting results. From 1/3/21 the testing centre moved to the Hall to scale up for mass return testing. All the same criteria are in place</li> <li>The location 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 school will facilitate a significant element of Mass Testing prior to all year groups returning (if deemed necessary by the Trust Board or mandated by the DfE) to onsite learning so enabling a suitable location to be identified that is not required for timetabled learning.</li> <li>The school will facilitate weekly routine testing for staff during non-timetabled core hours and close contact serial testing prior to the start of timetabled lessons, so enabling a suitable location to be identified that is not required for timetabled learning.</li> <li>HSS may have to review the use of this space once all students have returned for face to face teaching (but all of the resources we have created such as testing bays are portable). See notes above. Moved to the Hall on 1/3/21</li> </ul>	1	4	But unlikely L	<input type="checkbox"/>
		<b>School-specific additional controls</b>				
		<ul style="list-style-type: none"> <li>Please see additional notes above about the use of the Activity Studio for January and February and the Hall in March</li> </ul>				
Testing location	The testing location may increase virus transmission	<ul style="list-style-type: none"> <li>The identified location will be able to meet 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 and a spreadsheet of costs maintained by the Team Leaders &amp; HSS Finance Team.</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:</li> </ul>	2	4	L	<input type="checkbox"/>

Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Completed
			Probability	Severity	Risk	
		<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> <li>● All staff supporting the testing will be required to maintain social distance whilst students and staff self-administer the tests</li> <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 yellow and Tiger bags (provided within the testing kit) for the identification of healthcare waste.</li> <li>● The schools waste collector has been contacted and confirmed their ability to collect the healthcare waste from the school site.</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 students and staff can be tested. Symptomatic students and staff will be referred to offsite testing options – <i>this is clear in all communication.</i></li> <li>● All staff and student 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 students will be required to use hand sanitiser on arrival at the testing location.</li> <li>● All staff and students 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. Staff social distancing and conduct will not impact upon bubble contamination.</li> <li>● Transfer of students from class to test location <i>during lockdown</i> will be carefully supervised with socially distanced queuing <i>and/or a carefully spaced schedule.</i></li> <li>● During Serial Testing for close contacts – Arrangements are in place for close contacts to attend a separate room each morning while waiting for test results, before joining their class (if negative). <i>Testing will begin before the school day.</i></li> <li>● <i>Weekly staff testing will take place before the school day as far as possible</i></li> </ul>				
		<p><b>School-specific additional controls</b></p> <ul style="list-style-type: none"> <li>● <i>All students and staff who have consented to testing will receive schedule notes that remind them about access to the room and the safety measures that they must adhere to (one way system, masks, hand sanitiser, social distancing etc)</i></li> <li>● <i>Temporary flooring added to the Hall to make space compliant March 21</i></li> </ul>				
Staff Resources	The school is not able to identify suitably trained and sufficient staff to	<ul style="list-style-type: none"> <li>● A Senior Leader has been identified to lead and oversee the school-based testing program to enable them to direct staff accordingly – <i>Team Leader 1 = Alison Foulkes (Jackie Rowan, Team Leader 2 and Jane Storrs, Team Leader 3 and Dawn Rose and Brian Robinson), Covid 19 co-ordinator = Claire Tasker, Andrew Walton McBain and Judith Vaughan</i></li> </ul>	1	2	L	<input type="checkbox"/>

Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Completed
			Probability	Severity	Risk	
	undertake the testing roles required	<ul style="list-style-type: none"> <li>Schools will facilitate a significant element of mass testing prior to all year groups returning to onsite learning (if deemed necessary by the Trust Board or mandated by the DfE), so enabling pastoral and support staff not required to support either onsite or remote learning to support the testing program.</li> <li>The required testing roles identified by the NHS to support the testing program will be allocated to staff. Staffing will be adequate to undertake the program safely.</li> <li>The small team required for the testing has been identified without the need to divert teaching staff from learning.</li> <li>The testing team is made up of <b>volunteers recruited from support staff, agency staff (already on supply at HSS) or from the school community as a supporting 3<sup>rd</sup> party workforce</b> Testing roles will be allocated in line with DfE/NHS guidance to ensure identified responsibilities are with school staff only.</li> <li>Where existing staff agree to undertake a testing role checks are made to ensure this is in line with agreed terms and conditions of employment.</li> <li>Screening/risk profiling of staff and volunteers on the testing team is undertaken to ensure suitability for the role (e.g., age, underlying health conditions, vulnerable family members).</li> <li>Staffing levels are sufficient to allow breaks for staff to reduce risk of errors due to fatigue.</li> <li>All testing staff will either be DBS checked, through their school roles or work under direct supervision. Students will be supervised at all times by DBS cleared staff.</li> <li>Additional remote logistical support is provided, as appropriate, by the Trust, Local Authority, NHS, DfE and Army – <b>none needed at this time at HSS (some training session with Learn Sheffield and support from SHU)</b></li> <li>The school will contact the RSC regional delivery directorate, in consultation with the Trust, if additional support is required from the allocated 1,500 military personnel identified for in-person support.</li> <li>Additional resources of £15 per student have been identified by the DfE and will be accessed as required in line with the published DfE criteria.</li> <li>The rapid testing type used requires low technical skills but is supported with training modules and guidance documentation from the DfE/NHS.</li> <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 school.</li> <li>After the completion of training testing staff are allowed time to practice onsite using the testing devices provided. <b>We will complete at least two dry-runs</b></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> </ul>				
		<p><b>School-specific additional controls</b></p> <ul style="list-style-type: none"> <li><b>We will complete a dry-runs on Monday 18<sup>th</sup> January</b></li> </ul>				

Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Completed
			Probability	Severity	Risk	
		<ul style="list-style-type: none"> <li>Daily team meetings, regular QA and a 'lessons learned' document will also ensure the testing centre is safe and well run</li> </ul>				
Legal Considerations	The school has no legal right to undertake onsite testing and may be liable to legal challenge	<ul style="list-style-type: none"> <li>All student, parent and staff communication has clearly communicated the legal position of the testing programme. <i>We have used DfE templates, FAQs and privacy statements</i></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 students, 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>Students and staff will not be required to participate in the Mass Testing program <i>and this is clear in communications</i></li> <li>Staff will not be required to participate in the Weekly Routine Testing program . <i>and this is clear in communications</i></li> <li>Students 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> <li>Testing will not be undertaken on students or staff without their consent. <i>Consent documents (on an MS form) have been sent with letters for those who are to be offered the tests. Records of consent are kept and the Covid co-ordinators (WMB &amp; VN) will ensure no-one appears on the schedules without consent. HSS Privacy notice shared with all who are to be offered tests.</i></li> <li>All students 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 students 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 and other staff as necessary (e.g. school first aid assistant who communicates with parents/supplies PCR if necessary, members of SLT who then will have to trace contacts). These roles are all required to be School 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> </ul>	1  DfE has directed	2	L	<input type="checkbox"/>

Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Completed
			Probability	Severity	Risk	
		<ul style="list-style-type: none"> <li>All electronic and paper record Personal Data associated with testing will be destroyed after 14 days, in line with Trust Data Protection policy requirements.</li> </ul>				
		<b>School-specific additional controls</b> <ul style="list-style-type: none"> <li>See additional notes above</li> <li>A secure spreadsheet has been created to note consent, arrange the schedule and cross check against those who tested positive on a PCR in the last 90 days</li> <li>Clear communications shared with all families in advance of mass return to school testing from 8/3. All consents collected as per guidance</li> </ul>				

Specific Risks – related to the Testing Process

Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Completed
			Probability	Severity	Risk	
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> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. <a href="#">This is part of a detailed schedule note at hSS</a></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. . <a href="#">This is part of a detailed schedule note at hSS</a></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 for first 200 subjects</li> <li>• <b>Use of PPE as per guidance</b></li> <li>• <b>Use of correct waste disposal bags and equipment as per training and guidance</b></li> </ul>	2	4	L	<input type="checkbox"/>
Contact between subjects and staff increasing the risk of transmission of COVID19 : <a href="#">Welcome &amp; registration</a>	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. <a href="#">This is clear in all HSS comms &amp; on schedule note</a></li> <li>• <b>Face masks:</b> Prominent signage reminding all to be displayed at the entrance to the building.</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. <a href="#">This is part of a detailed schedule note at HSS</a></li> </ul>	2	4	L	<input checked="" type="checkbox"/>

Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Completed
			Probability	Severity	Risk	
		<ul style="list-style-type: none"> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</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 by registration 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>• Supply of hand sanitiser and wipes at registration desks</li> </ul>				
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	<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. <i>This is clear in all HSS comms &amp; on schedule note</i></li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</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 sampling staff.</li> <li>• <b>Use of PPE as per guidance</b></li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> </ul>	2	4	L	<input type="checkbox"/>
Contact between sample <b>and test centre runner</b> increasing the transmission of COVID19: <u>Sample transport</u>  <u>If used?</u>	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. <i>This is clear in all HSS comms &amp; on schedule note</i></li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between <b>all</b> with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from sampling staff.</li> <li>• <b>Use of PPE as per guidance</b></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>Face masks:</b> Prominent signage reminding all to be displayed at the entrance to the building.</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. <i>This is part of a detailed schedule note at HSS</i></li> </ul>	1	4	L	<input type="checkbox"/>

Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Completed
			Probability	Severity	Risk	
Contact between samples and sample testers increasing the transmission of COVID19: <a href="#">Sample processing &amp; analysis.</a>	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. <a href="#">This is clear in all HSS comms &amp; on schedule note</a></li> <li><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li><b>Social distancing:</b> Two metre social distancing to be maintained between <b>all</b> with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from sampling staff.</li> <li><b>Use of PPE as per guidance</b></li> <li><b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> </ul>	1	4		<input type="checkbox"/>
Contact between samples and sample testers increasing the transmission of COVID19: <a href="#">Sample disposal and waste disposal</a>	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. <a href="#">This is clear in all HSS comms &amp; on schedule note</a></li> <li><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li><b>Social distancing:</b> Two metre social distancing to be maintained between <b>all</b> with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from sampling staff.</li> <li><b>Use of PPE as per guidance</b></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>Use of correct waste disposal bags and equipment as per training and guidance</b></li> </ul>	2	4	L	<input type="checkbox"/>
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> </ul>	1	3	L	<input type="checkbox"/>
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>Rule based recall of subjects who have not received a result within x hrs of registration</li> <li>Subjects are called for a retest</li> <li><a href="#">In some circumstances a check of the waiting room (ie who has not been returned to work/lessons) may resolve an</a>  <a href="#">can re-test this subject</a></li> </ul>	1	2	L	<input type="checkbox"/>

Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Completed
			Probability	Severity	Risk	
Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), $\text{NaCl}$ (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> <li>At HSS most of the staff processing are lab technicians and have experience in use of such chemicals</li> </ul>	1	2	L	<input type="checkbox"/>
Occupational illness or injury	Illness or injury	<ul style="list-style-type: none"> <li>Only staff without underlying conditions will be part of the testing team.</li> <li>Changeover of teams and breaks in place if the testing team are required to work for longer than a two hour 15 period at a time</li> <li>Can review/upgrade chairs and desk if risk of injury</li> </ul>	1	2	L	<input type="checkbox"/>
Manual handling		See notes above about mitigating risks with samples	1	2	L	<input type="checkbox"/>
Unauthorised access by members of the public	Disruption, injury, upset	<ul style="list-style-type: none"> <li>Signage at HSS makes it clear that visitors must report to reception</li> <li>Testing centre will be well staffed and only those on the schedule will be admitted</li> <li>School has robust lockdown procedures in place</li> <li>Testing centre staff will have radios in case of emergency and access to phone in nearby PE office</li> </ul>	1	3	L	<input type="checkbox"/>
Uneven surfaces (floor protection in the Testing and Welfare areas)	Injury, upset	<ul style="list-style-type: none"> <li>Space is used for PE so floor well-maintained and checked, Hall space has carefully laid temporary flooring</li> <li>Any accidents or trips will be recorded as lessons learned and repairs made (or accident forms if trip results in injury)</li> <li>Last resort is to move testing centre to school Dining Room</li> </ul>	1	2	L	<input type="checkbox"/>
Stairs to / from sample processing		NA at HSS	NA	NA	NA	<input type="checkbox"/>

Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Completed
			Probability	Severity	Risk	
/ registration area and welfare space						
Inclement weather	Disruption	We have robust regimes in place at HSS in the case of poor weather. Testing that could not take place would be re-scheduled. Any student who tested positive would not be admitted to lessons and our robust X code and on call system would pick them up if they did so	1	2	L	<input type="checkbox"/>
Electrical safety / plant & equipment maintenance. Defective electrical equipment	Disruption/injury	We are using laptops and bar code scanners that are all PAT tested and maintained. IT technicians and lab technicians are on hand in school if they break.	1	2	L	<input type="checkbox"/>
Use of shared equipment	Spread of illness	We will avoid shared use of equipment. If nec there will be wipes and hand sanitiser available. Our staff are used to such regimes to manage the risks of Covid 19	1	2	L	<input type="checkbox"/>
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> </ul>	1	3	L	<input type="checkbox"/>
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>Rule based recall of subjects who have not received a result within x hrs of registration</li> <li>Subjects are called for a retest</li> </ul>	1	2	L	<input type="checkbox"/>
Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate)	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	<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> </ul>	1	2	L	<input type="checkbox"/>

Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Completed
			Probability	Severity	Risk	
monobasic), NaCl (Sodium Chloride)	conditions aggravated by exposure.	<ul style="list-style-type: none"> <li>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>				

### Additional Notes

This first RA generated a 'to do' list that was fully actioned before testing commenced w/c 18/1/21

## 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