



## The Dean Trust COVID-19 Onsite Lateral Flow Mass Testing Risk Assessment (last updated on 5<sup>th</sup> January 2021)

### IDENTIFYING, EVALUATING AND MANAGING RISKS

This School Risk Assessment Plan has been written with the understanding that 'risk' can be mitigated but not eliminated. The Trust will continue to, as defined in the Health and Safety at Work Act 1974, do 'what is reasonably practicable to do' to safeguard our staff and pupils.

#### GUIDANCE FOR EVALUATING THE RISK MATRIX:

LEGEND	
I	Impact
P	Probability
I x P	Risk Rating

To establish the risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5). Please see tables below for guidance on risk rating scores.

Impact (or Consequence)	
Description	Indicators
5 (Major)	The risk has a <b>major</b> impact if realised
4 (Significant)	The risk has a <b>significant</b> impact if realised
3 (Moderate)	The risk has a <b>moderate</b> impact if realised
2 (Minor)	The risk has a <b>minor</b> impact if realised
1 (No consequence)	The risk has <b>no consequence</b> impact if realised

Probability (or Likelihood)	
Description	Indicators
5 (Very Likely)	The risk <b>will</b> emerge
4 (Likely)	The risk <b>should</b> emerge
3 (Unlikely)	The risk <b>could</b> emerge
2 (Very Unlikely)	The risk is <b>unlikely</b> to emerge
1 (Impossible)	The risk <b>will not</b> emerge



Score	Risk Description	Action Required
25	Extreme Risk	<input type="checkbox"/> Immediate escalation to Headteacher for risk control activities
20 - 15	High Risk	<input type="checkbox"/> Risk to be actively managed with appropriate risk control activities
12 - 6	Medium Risk	<input type="checkbox"/> Take appropriate action to manage the risk
5 and below	Low Risk	<input type="checkbox"/> Risk to be removed from register with monitoring activity to assess changes in risk rating

### Context

Following the identification of a new strain of coronavirus and a rapid increase in infections in England during December 2020, the Government requested that all schools engage with onsite mass lateral flow testing to support the tracing and control of COVID-19 from January 2021.

### Public Health Aims

#### Active Case Finding

*Identify positive cases of COVID-19 and ensure they self-isolate to reduce transmission to other people;*

#### Enablement

*Reduce absences and minimise impact on education continuity by allowing asymptomatic contacts who test negative on repeated daily contact testing to return to daily activities.*

#### Surveillance

*Provide further information on asymptomatic transmission in addition to the ongoing COVID19 surveillance in the school population and targeted local public health response with LAs to prevent spread to the wider community.*

Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators.

The Dean Trust has built this Risk Assessment around the template that was provided to schools to ensure compliance with what is recommended by Public Health England and the Health and Safety Executive. The Dean Trust has also utilised the DfE's 'document sharing platform' which includes resources to support the roll out of mass testing.

This includes: The workforce planning tool – to calculate how many staff you need to set up the test site, a 'How to Guide for Rapid Testing (operational guidance), Training Guide for Rapid Testing, NHS Test and Trace Digital Handbook, Competency checklist for key roles, video to support setting up a testing site, sample Quality Checklist, consent form, Risk Assessment Template, model privacy notices and data protection FAQs for parents.

This COVID-19 School Onsite Mass Lateral Flow Testing Risk Assessment is applied alongside The Dean Trust Full Opening of Schools Risk Assessment – Coronavirus.

We will follow the same process of consultation with Trust Board, Executive Team, the Trust's Health & Safety Consultant Mandy Disney of AD-Safety (the 'competent person(s)' as defined by the Management of Health and Safety at Work Regulations 1999), Trust school Governing Bodies, Unions, Headteachers and Staff. the aforementioned bodies, and share with our parents and communities via our websites, because we understand the importance that all stakeholders have a comprehensive understanding of the risks, associated risk controls, the Trust's expectations and aspirations, and feel safe, valued and able to return to a thriving school community.

Risk Description	I	P	Risk Rating	Risk Control(s) Please note: The term 'subjects' is used to reference pupils, students and staff.	I	P	Risk Rating	Lead for Risk Control Activities
<b>Contact between subjects increasing the risk of transmission of COVID19</b>								
Transmission of the virus leading to ill health or potential death	4	3	12	<p><b>Asymptomatic:</b> All subjects are advised in advance not to attend school 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.</p> <p><b>Face masks:</b> Subjects informed that they must wear face masks (pupils/students) and visors/face masks (staff) in internal communal areas including corridors, dining areas (unless sat down and eating/drinking) and in the COVID-19 Lateral Flow Testing Area. Subjects will need to briefly lower face coverings/masks at time of swabbing. Compliance with wearing of face covering/mask is the responsibility of all staff and anyone not adhering (with the exception of those who are exempt from wearing a face-</p>	4	2	8	Headteacher Site manager

Risk Description	I	P	Risk Rating	Risk Control(s) Please note: The term 'subjects' is used to reference pupils, students and staff.	I	P	Risk Rating	Lead for Risk Control Activities
				<p>covering) must be reported to a member of the Senior Leadership Team and/or a member of the COVID-19 onsite testing team</p> <p><b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival and adherence to this enforced by all staff and the COVID-19 onsite testing team.</p> <p><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 where necessary.</p> <p><b>Movement:</b> A one-way flow of subjects through the onsite COVID-19 Lateral Flow Testing Area is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</p> <p><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>As a result: contact between subjects as part of the testing process is minimised thus minimising the risk of transmission between subjects.</p>				
<b>Contact between subjects and members of the COVID-19 Lateral Flow Onsite Testing Team increasing the risk of transmission of COVID19</b>								
Transmission of the virus leading to ill health or potential death	4	3	12	<p><b>Training:</b> All members of the COVID-19 Lateral Flow Testing Area team i.e. Quality Lead/Team Leader, Test Assistant, Processor, COVID-19 Coordinator, Registration Assistant, Results Recorder and Cleaner have read the 'COVID-19 National Testing Programme: Training Guide Rapid Testing for Schools and Colleges' presentation. They have also accessed the online training for their specific role and duties and have 'passed' the knowledge assessment at the end of on-line training. As a result, they understand their tasks and responsibilities and are equipped to carry them out effectively.</p> <p>A 'dry run' has been conducted by the team prior to starting testing and there is an ongoing cycle of Quality Assurance, led by the Quality Lead/Team Leader, using the appropriate competency checklist, provided by Public Health England/NHS, for each</p>	4	2	8	Quality Lead/Team Leader Headteacher

Risk Description	I	P	Risk Rating	Risk Control(s) Please note: The term 'subjects' is used to reference pupils, students and staff.	I	P	Risk Rating	Lead for Risk Control Activities
				<p>role. Any concerns with practice will instigate an immediate halt to testing until the concern is addressed and health and safety of all subjects and the testing team can be assured.</p> <p>A weekly record is maintained of checks that have taken place, issues identified and addressed, and lessons learnt.</p> <p><b>Testing Area Layout:</b> COVID-19 Lateral Flow Testing Area layout adopted from recommended layouts within the 'How To Guide' – Rapid Testing in School and Colleges' document. Limited clutter-chairs only on request; no physical handling of documents to subjects except barcodes and PCR test kits for first 200 subjects.</p> <p><b>PPE for COVID-19 Lateral Flow Testing Team:</b> All team members will be given and trained to wear the appropriate PPE as recommended by Public Health England/NHS for their duties e.g. disposable gloves, disposable plastic aprons, fluid-resistant surgical masks and eye protection (goggles or visors). Those doing sample processing roles need to change gloves after each sample following the appropriate PPE guides. Other PPE should be replaced between test sessions e.g. at the end of the morning session before lunch, except for specific roles. Instructions for applying and removing PPE safely can be found within the 'How to Guide' presentation on slides 23 and 24.</p> <p>As a result: transmission of COVID-19 through the testing process is minimised.</p>				
<b>Incorrect result communication.</b>								
Wrong samples or miscoding of results	4	3	12	<p>2 identical barcodes are provided to subject at check in</p> <p>The subject registers their details to a unique ID barcode before conducting the test</p> <p>Barcodes are attached by trained staff at the sample collection bay</p> <p>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</p> <p>As a result: the possibility of incorrect results being recorded is minimised.</p>	4	2	8	<p>Quality Lead/Team Leader</p> <p>Registration lead</p>

Risk Description	I	P	Risk Rating	Risk Control(s) Please note: The term 'subjects' is used to reference pupils, students and staff.	I	P	Risk Rating	Lead for Risk Control Activities
<b>Damaged barcode, lost LFD, failed scan of barcode</b>								
Orphaned record on registration portal and no result communicated to individual	4	3	12	Rule based recall of subjects who have not received a result within 8 hrs of registration Subjects are called for a retest  As a result: the possibility of incomplete results being recorded is minimised.	4	2	8	Quality Lead/Team Leader  Results Recorder
<b>Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4 (sodium phosphate monobasic), NaCl (Sodium Chloride)</b>								
Whilst we have been informed that '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	3	3	9	<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.  <b>Environmental:</b> do not let product enter drains  <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  Do not use if the solution has expired  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.  Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.  As a result: The possibility of an adverse reaction to any chemical being used is minimised.	2	2	4	Quality Lead/Team Leader

Risk Description	I	P	Risk Rating	Risk Control(s) Please note: The term 'subjects' is used to reference pupils, students and staff.	I	P	Risk Rating	Lead for Risk Control Activities
and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure', there may be an adverse reaction by an individual.								
<b>Occupational illness or injury</b>								
Staff exhibiting / feeling effects that may indicate COVID-19 is present.	3	3	9	<p>All staff in school knowledgeable of Trust Risk Assessment Plan for Coronavirus which includes recognising symptoms and appropriate handling of themselves and others displaying these symptoms.</p> <p>COVID-19 Lateral Flow Testing Team all trained for their role and responsibilities including recognising symptoms and appropriate handling of themselves or others displaying these symptoms.</p> <p>Staff to remove themselves immediately from the test centre and school and to follow external testing and isolation procedures.</p> <p>As a result: all staff recognise symptoms of COVID-19 on themselves and others and the immediate action that must be taken to minimise the risk of virus transmission to others.</p>	3	2	6	<p>Headteacher</p> <p>Quality Lead/Team Leader</p>
<b>Manual handling</b>								
Injury caused by incorrect manual handling techniques e.g. attempting to	3	3	9	<p>Any site staff managing large orders (e.g. on pallets) are trained in safe manual handling.</p> <p>All materials for testing are divided into small lightweight packages.</p> <p>Information for correct usage provided.</p>	3	2	6	<p>Site Manager</p> <p>Quality Lead/Team Leader</p>

Risk Description	I	P	Risk Rating	Risk Control(s) Please note: The term 'subjects' is used to reference pupils, students and staff.	I	P	Risk Rating	Lead for Risk Control Activities
lift beyond capability.				As a result: the risk of any person receiving an injury due to incorrect manual handling is minimised.				
<b>Unauthorised access by members of the public</b>								
Safeguarding risk to staff, pupils and students.	4	3	12	Secure sites with secure entry procedures to school/COVID-19 Lateral Flow Testing Area in place. Reception continually supervised.  Only authorised access permitted to the building.  Visitors wear authorised identification and lanyards at all times.  Any visitors not DBS checked will be supervised at all times by at least one member of school staff (who are all DBS checked)  As a result: the school site is secure from non-authorised individuals.	4	2	8	Headteacher  Quality Lead / Team Leader
<b>Authorised visitors to the site, e.g. members of the COVID-19 Lateral Flow Testing Team, being unfamiliar with the site and relevant policies and behaviour expectations</b>								
Authorised staff put themselves or others at risk in terms of health, safety and/or wellbeing.	4	3	12	All members of the COVID-19 Lateral Flow Testing Team are trained according to their role and responsibilities.  All members of the team are DBS checked or are initially continually supervised by at least one DBS checked person until their DBS check comes through.  All members of the team are asked to read Keeping Children Safe In Education Part One, are trained in school behaviour expectations and appropriate policies and procedures, including what to do in the vent of an emergency.  Welfare space provided for members of the COVID-19 Lateral Flow Testing Team, including Toilet and hand-washing facilities.  As a result: all authorised staff are equipped, confident and comfortable on the school site to deliver safe and effective onsite COVID-19 lateral flow testing. Their understanding of school	4	2	8	Headteacher  Quality Lead / Team Leader

Risk Description	I	P	Risk Rating	Risk Control(s) Please note: The term 'subjects' is used to reference pupils, students and staff.	I	P	Risk Rating	Lead for Risk Control Activities
				behaviours and expectations supports the maintenance of the health, safety and wellbeing of others e.g. staff, pupils and students.				
<b>Uneven / 'Slippy' surfaces (floor protection in the Testing and Welfare areas)</b>								
Trip / slip hazards	2	3	6	<p>The COVID-19 Lateral Flow Test Centre has been checked for uneven surfaces and other trip hazards. Any trip hazards addressed.</p> <p>The COVID-19 Lateral Flow Test Centre will be continually monitored for any spillages. These areas will be clearly signed, sectioned off and wiped. They will only be put back into use when dry. Any chemical spillages will be cleaned using appropriate solutions and materials.</p> <p>As a result: there is minimal risk to anyone receiving an injury due to and trip or slip hazards.</p>	2	2	4	<p>Quality Lead / Team Leader</p> <p>Site Manager</p>
<b>Electrical safety / plant &amp; equipment maintenance. Defective electrical equipment</b>								
<p>Failure of equipment due to poor maintenance.</p> <p>Electric shock from faulty equipment.</p> <p>Failure to accurately record</p>	3	2	6	<p>All electrical inspection and testing, e.g. including Portable Appliance Testing, is legally and Health and Safety Executive compliant.</p> <p>Onsite IT engineers/IT Support Assistants to address any electronic recording and processing of information issues.</p> <p>As a result: the risk to a person or systems to effectively deliver onsite COVID-19 mass lateral flow testing is minimised.</p>	2	2	4	<p>Site Manager</p> <p>IT Support Team</p> <p>Quality Lead / Team Leader</p>

Risk Description	I	P	Risk Rating	Risk Control(s) Please note: The term 'subjects' is used to reference pupils, students and staff.	I	P	Risk Rating	Lead for Risk Control Activities
and process testing activity.								
<b>Use of shared equipment</b>								
Cross contamination of equipment increasing the possibility of COVID transmission	4	3	12	<p>Shared equipment will be discouraged within the COVID-19 Lateral Flow Test Centre.</p> <p>Appropriate PPE worn for the role and responsibility of each member of the COVID-19 Lateral Flow Test Team.</p> <p>In the unlikely event of equipment sharing, strict sanitisation guidelines will be adhered to.</p> <p>As a result: the risk of contamination through the use of shared resources is minimised.</p>	4	2	8	<p>Quality Lead/Team Leader</p> <p>COVID-19 Lateral Flow Test Team</p>
<b>Waste Management: 'Healthcare waste' (the term given by the NHS and DfE to the waste produced from the mass lateral flow onsite testing process) has not been disposed of in the manner described in NHS and DfE guidance.</b>								
The Health and Safety of onsite staff and pupils or waste management collectors is compromised	4	3	12	<p>Only authorised personnel, e.g. testing team, site staff and/or cleaners, cognisant of healthcare waste management protocols to be involved in the transportation of waste bags to the appropriate storage/collection point.</p> <p>All lateral flow device packaging and general waste is packaged in a black general waste bag using existing route collection.</p> <p>Swabs and tissues are packaged in an unmarked yellow / clear bag. Check with existing waste disposal contractor if they are able to collect healthcare waste from testing.</p> <p>Cartridges are packaged in an unmarked yellow / clear bag. Check with existing waste disposal contractor if they are able to collect healthcare waste from testing.</p> <p>Personal Protective Equipment, Mop Heads, Cloths are packaged in a Tiger bag (black and yellow vertical stripes). Check with existing waste disposal contractor if they are able to collect healthcare waste from testing.</p>	4	2	8	<p>Quality Lead/Team Leader</p> <p>Site Manager</p>

Risk Description	I	P	Risk Rating	Risk Control(s) Please note: The term 'subjects' is used to reference pupils, students and staff.	I	P	Risk Rating	Lead for Risk Control Activities
The Trust is publicly liable for legal challenge and associated costs including damages.	3	3	9	<p><b>Public Liability and Indemnity</b> – The Department for Education has confirmed that the Risk Protection Arrangement for schools will indemnify members in the event a claim is brought by a third party (including pupils) or employees, subject to the usual RPA Membership Rules and its terms, conditions and limitations. It is a requirement that risk assessments are undertaken, recorded and adhered to.</p> <p>Only those subjects providing consent (Consent form for COVID-19 testing in secondary schools and colleges from the DfE Document Sharing Platform used) will participate in testing.</p> <p>Model privacy notices and Data protection FAQs for parents will also be shared as Consent is sought prior to testing.</p> <p>As a result: The Dean Trust is not vulnerable to legal change from any subject or their families.</p>	3	2	6	Executive Team on behalf of The Trust Board