

LANCING COLLEGE PREP SCHOOL AT HOVE: RISK ASSESSMENT

ACTIVITY: Coronavirus (COVID-19) asymptomatic testing in schools and colleges

Name of Assessors:	Alun Price, Laura Morrish, Kirsty Keep	Other Staff:	Tony Richardson
Job Reference:		Review Date:	
Assessment Date:	04.01.21	Frequency of Task:	
Location:	Lancing College Prep at Hove	Approved By:	

RATING SCALE:

Severity	1 = Low	2 = Slight	3 = Moderate	4 = High	5 = Very high Causing death	Total Risk Severity X Likelihood	Low = Less than 5	Medium = Between 5 and 14	High = Between 15 and 25
Likelihood of harm occurring	1 = Almost impossible	2 = Unlikely	3 = Possible	4 = Likely	5 =Almost Certain	Who may be harmed ✓	Staff ✓ Pupils ✓ Visitors ✓ Contractors <input type="checkbox"/> Members of the Public <input type="checkbox"/> Others.....		

5 March 2021: This risk assessment has been reviewed and revised in the light of new guidance coming into force on 8 March 2021 and the return of pupils to face-to-face education. It is in the context of the national level of risk having been reduced (26 February 2021) from a Level 5 to a Level 4 rating and the significant decrease of the number of COVID-19 cases in the locality as well as nationally. Staff to test twice a week with home testing kits from the time they return to school on 8 March. Pupils to test 3 times on site when they return to school (5 days apart). Thereafter, pupils will be expected test twice a week using home testing kits from 15 March. **NB pupils should not take a LFT if they have tested positive for COVID within the last 90 days.** Changes in green.

	Hazard or concerns	Harm resulting from hazard or concerns	Existing Control Measures	S	L	RR	Additional Control Measures	S	L	RR
1	Incorrect Testing site and testing site set up	Increased chance of errors in handling or transmission of virus leading to ill health.	<ul style="list-style-type: none"> • Test site is well lit. • Test site is a large room space (Gym / 7P Form room) with good ventilation and air flow. • Test site Registration, Swabbing, Recording and Processing Desks and waiting areas are on a one-way system. Test site chairs in the swabbing bay a minimum of 2m apart • Each swabbing desk and associated processing desk more than 1m away and Recording desk located close by. Clear perspex screens between processor and subject • Clear division and demarcation between swabbing and processing are. • Test subjects not able to enter the processing area without invitation. • Quality assurance, guidance, and supervision evident • Orderly entry, processing, appropriate SD and exit movement apparent. • Quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing. • Test instruction posters, booklets, FAQ, and briefings readily available and apparent • Tests supervised (or conducted) by trained staff. • Test process maintaining social distancing where appropriate with good hand and respiratory hygiene. • Key layout requirements including staff fully met. • Test site supervised by trained LPH staff • Test site kept separate from other activities 	4	2	8	<ul style="list-style-type: none"> • Content of the risk assessment to be communicated with all workers as part of induction 	4	2	8

			<ul style="list-style-type: none"> • Clinical incident which has potential to harm reported to https://coronavirusyellowcard.mhra.gov.uk and school. • Clinical incident which has led to harm and requires immediate medical care reported to 111 or 999 and then to school. • Non-clinical incidents occurring at home (something damaged, or missing or difficult to use in the kit, unable to log result etc) reported to 119. 							
2	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health	<ul style="list-style-type: none"> • Testing site has been set up to NHS guidance – Rapid testing for Schools and College. • No staff or pupils will be tested who have been previously shielding or who have underlying health conditions. • Staff managing queuing/social distancing arrangements is given more emphasis. • All pupils and staff 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. • Arrival and supervision at testing site: arrangements made for staggered arrival and due supervision of pupils for testing. • Face masks and respiratory hygiene: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. 	4	2	8	<ul style="list-style-type: none"> • Content of the risk assessment to be communicated with all workers as part of induction. <p>Updated 02/03/21]</p> <p>With reference to first ATS tests on 04/03/21</p> <ul style="list-style-type: none"> • Pupils to return home with parent/guardian after test, to await result. • Pupils not to enter any other part of the school site. • Clear communication beforehand to that effect. 	4	2	8

- Face coverings/masks to be always worn by subjects whilst on the premises except for brief lowering at time of swabbing.
- Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.
- Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by staff.
- Compliance with wearing of face covering/mask of all subjects to be visually checked through building by Test centre staff.
- Occupied spaces well ventilated large space (Gym / 7P Form room) has been utilised for Test centre.
- **Hand hygiene:** All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff.
- **Social distancing:** 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 Test centre staff.
- A one-way flow of subjects through the building is to be initiated and always maintained. Compliance with this is to be ensured by queue management staff.
- **Limited shared materials, no** physical handing of documents to subjects except barcodes and PCR test kits and a reference card.
- **Cleaning:** Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE/NHS guidance

			<ul style="list-style-type: none"> Processing bays cleaned between each test including surfaces, chair, mirror, Wipes, disposable clothes etc to be disposed of as clinical waste. Spillages including bodily waste will require an evacuation and immediate clean up the area. Repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.) recorded by the school and reported to DfE Helpline. 							
3	Contact between subjects and staff increasing the risk of transmission of COVID19: Welcome & registration/Registration Assistant	Transmission of the virus leading to ill health	<ul style="list-style-type: none"> As above in Hazard 2 The Registration Assistant will wear a disposable mask as detailed in the NHS Training Guide Rapid Testing Schools and Colleges 	4	2	8	<ul style="list-style-type: none"> Content of the risk assessment to be communicated with all workers as part of induction. Staff to test twice a week with home testing kits from the time they return to school on 8 March. These will be collected from Reception on Friday 5 March Pupils to test 3 times on site when they return to school (3 – 5 days apart). Thereafter, pupils test twice a week using home testing kits from 15 March. These will be collected by parents on Friday 12 March and on subsequent times (dates TBC) 	4	2	8
4	Contact between subject and sampler increasing the transmission of COVID19: Sample taking/Processor	Transmission of the virus leading to ill health	<ul style="list-style-type: none"> As above in Hazard 2 No contact to occur between subject and sampler due to self-administered tests. Sample taking, Processors will wear disposable mask disposable gloves, disposable apron and 	4	2	8	<ul style="list-style-type: none"> Content of the risk assessment to be communicated with all workers as part of induction. As above in Hazard 3 reference home testing kits 	4	2	8

			<p>disposable visor as detailed in the NHS Training Guide Rapid Testing Schools and Colleges.</p> <ul style="list-style-type: none"> • Subject area and processor area will be swabbed down before/after each test. • Processor will change gloves before/after each test. 							
5	Contact between subject and sampler increasing the transmission of COVID19: Results Recorder	Transmission of the virus leading to ill health	<ul style="list-style-type: none"> • As above in Hazard 2 • Results Recorder will wear disposable mask disposable gloves. • Results Recorder will have received NHS training 	4	2	8	<ul style="list-style-type: none"> • Content of the risk assessment to be communicated with all workers as part of induction. • As above in Hazard 3 reference home testing kits 	4	2	8
6	Contact between subject and sampler increasing the transmission of COVID19: Coordinator	Transmission of the virus leading to ill health.	<ul style="list-style-type: none"> • As above in Hazard 2 • COVID-19 Coordinator will wear disposable mask. • COVID-19 Coordinator will have received NHS training. 	4	2	8	<ul style="list-style-type: none"> • Content of the risk assessment to be communicated with all workers as part of induction. • As above in Hazard 3 reference home testing kits 	4	2	8
7	Contact between subject and sampler increasing the transmission of COVID19: Cleaner	Transmission of the virus leading to ill health.	<ul style="list-style-type: none"> • As above in Hazard 2 • Cleaner will wear disposable mask disposable gloves, disposable apron and disposable visor as detailed in the NHS Training Guide Rapid Testing Schools and Colleges 	4	2	8	<ul style="list-style-type: none"> • Content of the risk assessment to be communicated with all workers as part of induction. • As above in Hazard 3 reference home testing kits 	4	2	8
8	Contact between subject and sampler increasing the transmission of COVID19: Team Leader	Transmission of the virus leading to ill health.	<ul style="list-style-type: none"> • As above in Hazard 1 • Team Leader will wear disposable mask. • Team Leader will have received NHS training. 	4	2	8	<ul style="list-style-type: none"> • Content of the risk assessment to be communicated with all workers as part of induction. • As above in Hazard 3 reference home testing kits 	4	2	8

9	Contact between subject and sampler increasing the transmission of COVID19: Test Assistant	Transmission of the virus leading to ill health.	<ul style="list-style-type: none"> As above in Hazard 2 Test Assistant will wear disposable mask. Test Assistant will have received NHS training. 	4	2	8	<ul style="list-style-type: none"> Content of the risk assessment to be communicated with all workers as part of induction. As above in Hazard 3 reference home testing kits 	4	2	8
10	Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal	Transmission of the virus leading to ill health	<ul style="list-style-type: none"> As above in Hazard 2 Staff disposing of waste will be trained and wearing appropriate PPE including disposable masks and gloves 	4	2	8	<ul style="list-style-type: none"> Content of the risk assessment to be communicated with all workers as part of induction. 	4	2	8
11	Incorrect result communication	<p>Wrong samples or miscoding of results, which could result in transmission of the virus leading to ill health</p> <p>[Updated 2/3/21] LFT result not communicated with school by parent resulting in infected person entering site.</p>	<ul style="list-style-type: none"> 2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test. Barcodes are attached by trained staff at the sample collection bay. Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station. All staff working in the test area have received NHS training 	4	3	12	<ul style="list-style-type: none"> Pupils to test 3 times on site when they return to school (3 – 5 days apart). Thereafter, pupils test twice a week using home testing kits from 15 March. <p>[Updated 2/3/21]</p> <ul style="list-style-type: none"> Communication to parents to stress the need for all test-at-home results to be returned to school 	4	3	12

12	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> For on-site AST 2 and 3, students will return to class after testing. For LFTs from 15/3/21 onwards: All test results to be communicate to and logged by Laura Morrish 	4	2	8	Updated 2/3/21] with reference to 04/3/21 return for LFTs subsequent to the 3x initial tests: <ul style="list-style-type: none"> Parents to be sent govt information around home testing LFD tests to be collected by parents on Friday 12 March 	4	2	8
13	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (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"> All staff working in the test area have received NHS training in handling testing substances. PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be always used when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be always worn when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. Environmental: do not let product enter drains. Waste (including clinical waste) is properly disposed. Spillages: 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. 	1	2	2	<ul style="list-style-type: none"> Content of the risk assessment to be communicated with all workers as part of induction. 	1	2	2

			<ul style="list-style-type: none"> Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals 					
14	Manual handling	Injury due to poor lifting technique / heavy objects.	No lifting of heavy objects is involved	4	1	4		4 1 4
15	Unauthorised access by staff or members of the public	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Prominent signage to indicate that this is an asymptomatic testing centre. Administrators to intervene if any unauthorised persons enter the testing centre. 	4	1	4	<ul style="list-style-type: none"> Content of the risk assessment to be communicated with all workers as part of induction. 	4 1 4
16	Surfaces (floor protection in the Testing and Welfare areas)	Slips trips and falls	<ul style="list-style-type: none"> Test site flooring is non-porous. Test site is not uneven Spills to be cleaned up immediately 	3	1	3	<ul style="list-style-type: none"> Content of the risk assessment to be communicated with all workers as part of induction. 	3 1 3
17	Stairs to / from sample processing / registration area and welfare space	Slips trips and falls	<ul style="list-style-type: none"> Steps leading to the testing area from the school field to be kept clear and cleaned regularly 	4	2	8		4 2 8
18	Inclement weather	Huddling / no social distancing / transmission of the virus leading to ill health	<ul style="list-style-type: none"> Students and staff to be reminded to bring appropriate clothing to wait in line outside in all weathers. Students and staff sent to test area in small batches at allotted times to reduce waiting 	2	1	2		2 1 2
19	Electrical safety / plant & equipment maintenance Defective electrical equipment	Electrocution or other injury	<ul style="list-style-type: none"> Testing area (Gym / 7P Form room) subject to regular and routine maintenance checks by support staff Limited number of electrical items in Test area Electrical Items are PAT tested and visually inspected before use. 	4	1	4	<ul style="list-style-type: none"> All electrical items used should be PAT tested. 	4 1 4

20	Use of shared equipment	Transmission of the virus leading to ill health	<ul style="list-style-type: none"> Limited shared materials, no physical handing of documents to subjects except barcodes and PCR test kits and a reference card. Regular cleaning of the test site including wiping down of all potential touchpoints in accordance with PHE/NHS guidance No physical handing of documents to subjects except barcodes, PCR test kits and reference card 	4	2	8	<ul style="list-style-type: none"> Content of the risk assessment to be communicated with all workers as part of induction. 	4	2	8
21	GDPR	Data protection breach	<ul style="list-style-type: none"> Explanatory T&T letters / emails sent to parents / pupils, staff, and governors. School "COVID-19 Testing Privacy notice" written and communicated to staff, parents, pupils, and governors via upload to school website. T&T data recorded securely (consideration given to deletion after 14 days / kept until further guidance is given to delete the information. 'Test kit log' and 'test results register/log' documents kept separately for data protection purposes. Separate school register kept of those tested to inform next test date, ordering test kits etc. 	1	1	1	<ul style="list-style-type: none"> Content of the risk assessment to be communicated with all workers as part of induction. 	1	1	1
22	Staff and Training	Staff inadequately secure in knowledge of the protocol, leading to errors.	<ul style="list-style-type: none"> Training time and content adequate (3 hrs with NHS introduction video, on-line training, and assessment plus rehearsal.) Sufficient staff available (depending on throughput: Roles include - Team Leader, Test Assistant, 	4	1	4	<ul style="list-style-type: none"> Throughput expectation to be initially limited to 6 tests per hour per testing station, to mitigate this risk. Training boosters sessions to take place (led by Team Leader) if staff have had a period of absence from testing centre 	4	1	4

			<p>Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner.</p> <ul style="list-style-type: none"> Testing Training modules and assessment completed and recorded for specific roles 							
23	Consent	Consent is not sought or given.	<ul style="list-style-type: none"> Consent forms are available and properly completed. Age-appropriate consent statement for testing (under 16) properly completed. 	1	1	1	<ul style="list-style-type: none"> Consent for testing sought before the start of term. Those who decline to consent would need to quarantine for 10 days if they are a contact of a positive case. 	1	1	1
24	Close Contacts	Transmission of the virus leading to ill health	<ul style="list-style-type: none"> Those that have had “close contact” with someone tested positive for COVID-19 know they are able to return to school if they agree to a test once a day for 7 days, and the test is negative. Definitions of “close contact” and the trigger for a pupil/staff to self-isolate understood. 	4	2	8		4	2	8
25	Positive LF test	Transmission of the virus leading to ill health	<ul style="list-style-type: none"> Those who test positive with LF and waiting for a Polymerase Chain Reaction (PCR) test must self-isolate. Process for informing parents / pupils / staff understood and implemented Support to be made available to address anxiety over a positive result. 	4	2	8	<ul style="list-style-type: none"> Self-isolation to occur: Pupils – at home after collection. <p>[Updated 2/3/21 and regarding 7/3/21 onwards]</p> <ul style="list-style-type: none"> If initial test is positive on 04/03/21 or 05/03/21, pupil returns home with parents/guardian from testing centre to isolate in accordance with HMG guidance. If subsequent tests from 15/03/21 return positive, pupils stay at home and isolate in accordance with HMG guidance. 	4	2	8

26	Poorly self-administering LFD	Infected person entering site	<ul style="list-style-type: none"> • those that are self-testing (at home and in school) sent relevant information. Testing team to advise on site • it is understood some pupils are unlikely to be able to self-swab • those unable to self-swab given additional support and reasonable adjustments eg subjects with hand or vision problem may need some assistance with swabbing and testing process). • LFD kits supplied and distributed in time and safely. • Test kit stored at room temperature (2°C – 30°C) or in a cool dry place. • LFD Testing kits properly managed and tracked • Self-testing conducted in accordance with guidelines and supervised where required • Positive results reported • All results reported, collated and recorded by the individual and the school • Incidents reported to school or reported to DfE / DHSC (to help identify emerging issues). • Incident protocols and feedback loop understood and / or implemented. • Surface and hands cleaned before test or after test (if more than one test). • Test kit checked for damage or expiry date. • Testing process followed correctly ie rubbing fabric tip of swab 4 x over both tonsils (or where they would have been) and then 10 complete circles of one nostril. • Processing of the swab completed in-line with guidance including transferring the sample into the 	4	2	8	<ul style="list-style-type: none"> • Video on how to take the swab test: www.gov.uk/covid19-self-test-help referred to before testing. • Advised not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test. • Staff to test twice a week with home testing kits from the time they return to school. • Pupils to test 3 times on site when they return to school (3 – 5 days apart). • Thereafter, pupils test twice a week using home testing kits from 15 March. 	4	1	4
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liquid and the liquid then on to the well on the test strip.

- Waiting 30 minutes, recording the result correctly with NHS and then taking the appropriate action if positive.
- Soft, fabric tip of swab and fabric strip not to touch hands.
- Fabric tip of swab not to touch tongue, teeth, cheeks, gums, or any other surfaces.
- Test kit properly disposed of in waste bag provided and placed in general household waste.
- Test kit and each item in the test kit not to be used more than once.
- Each person's result to be reported
- Alternative swabs considered if appropriate eg
- Nosebleed within the last 24 hours (swab other nostril or wait 24 hours).
- Nose piercing (swab the other nostril or if both nostrils pierced remove one piercing before swabbing)
- Unable to take a throat swab. (then swab both nostrils)

Additional documentation from the school:

Lancing College, Lancing Prep at Hove, and Lancing Prep at Worthing – COVID-19 Testing Privacy Statement

ASSESSOR'S SIGNATURE DATE POSITION

Alun Price 04 Jan 2021 Deputy Head

Laura Morrish 04 Jan 2021 Pupil Health and Wellbeing Administrator

APPROVED/AUTHORISED DATE POSITION

Kirsty keep 04 Jan 2021 Head Mistress

Document Control

Version	Review Date	Reviewed by	Changes made	Approved date	Approved by
2.0	03.03.21		In green		