

Risk Assessment for Mass Lateral Flow Testing at Murray Park School
January 2021

Assessment Date	15/01/2021		Team Leads	Heather Halford & Alison Baker	
Activity /Task					
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Murray Park School				
Activities Involved	Traversing the site on foot Testing School staff and students			Location	S8 & S4 – Murray Park School site
Who might be affected	Employee ✓	Student ✓	Site staff ✓	Agency Staff ✓	

Hazard Identification and evaluation							
No.	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				Probability	Severity	Risk	
1.	Staff training at the appropriate level to run the test centre. Ensuring all identified roles in guidance covered.	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Planning flowchart established for setting up and running testing centre. Murray Park School Staff identified for specified roles Experienced agency staff appointed for specific roles and DBS checks completed Training modules completed by all staff and passed with certificated evidence provided before testing centre set up. Training and QA record set up Dry run of testing process occurs with all trained staff. Quality checklist completed and adjustments made. Competency assessments carried out on all testing assistants and processors QA in place to monitor staff using competency assessments daily in first instance - moving to weekly 	rare	critical		No - monitor situation
2.	Ensuring sufficient or adequate PPE provided and that it is worn correctly by workers.	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Testing kits and PPE provided checked thoroughly. S4 set up as designated space for donning and doffing PPE. Posters displayed to remind staff which PPE they should be wearing and how to don and doff it. Team leader/Coordinator checks that PPE is worn correctly by all staff in accordance with the roles and guidance provided at all times. Team leader oversees QA process for this. 	rare	critical		No – monitor situation as part of QA

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3.	Consent to be obtained from staff and parents of students being tested.	Poor take up of testing. If students are tested without consent Parental complaints , safeguarding issue , and insurance claims made	<ul style="list-style-type: none"> • Participation is optional for students and staff. Consent obtained using the DHSC template consent form. • Consent forms emailed out to staff well in advance commencement of mass testing of staff with information pack. • Consent for staff collated centrally on School test register. • Paper copies of consent form and information pack handed to student bubbles 48 hours ahead of testing. • Paper copies of consent forms posted to parents well in advance of student year group return and testing. • Written parental consent is obtained for all students, to avoid any later arguments about the capacity of younger children to give consent for this testing. A single parent can provide consent if needed unless another parent has previously notified the school that they will also expect to give consent. • Tutor session on LFT to give students further information. • Registration assistants and Test assistant trained to understand that a student can withdraw consent at any time including when they about to be tested. Parents to be informed if this happens. • Consent forms, information packs and videos shared on School website. • Consent for pupils is collated centrally on School test register. Paper consent forms are shown and handed in when a pupil comes for testing as final check. These forms are kept until testing programme has ended. • Derby LA information pack used in addition to School pack for parental consent once it is ready 	unlikely	Moderate		No – monitor situation as part of QA
4.	Data should be handled correctly according to protocols.	GDPR violation	<ul style="list-style-type: none"> • Murray Park School staff trained for data processing roles in test centre because of GDPR • School test register stored on cloud and only staff involved in testing to be given permission to access. • Dry run of testing process occurs before staff testing • QA in operation through team leader • Staff personal data processed under the UK GDPR legal basis of “legitimate interests”. (Article 6(1)(f) of the UK GDPR) where the legitimate interests are to minimise the spread of Covid-19 in a timely manner and for the continued delivery of education services safely and securely. • Handling special category personal data (i.e. health-related personal data), the DfE template privacy notice allows for health-related personal data to be processed and shared <i>Retention of personal data</i>: The DfE template privacy notice states that personal data in relation to both positive and negative test results will be kept by the school or college for up to 14 days. • The Covid Test Register will be <i>securely</i> destroyed within 1 month of the testing programme ending. • Paper consent forms will be stored securely until after the testing programme has finished and will be securely destroyed within a month of this date. 	Possible	Moderate		No – monitor situation as part of QA

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5.	Guidance, information and instructions issued to staff , parents and students accessing the testing centre.	Poor take up of testing facility. Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All guidance emailed out with consent forms for staff and collated centrally. Staff are also reminded to complete consent forms. • All guidance, data information, and instructions posted out with consent forms for students. Written consent is obtained from parents of all students who wish to take the test. • Information posters put up around the test centre provided • Consent forms emailed out to staff well in advance commencement of mass testing of staff with information pack.. • Paper copies of consent form and information pack handed to student bubbles 48 hours ahead of testing. • Paper copies of consent forms posted to parents well in advance of student year group return and testing. • Consent forms, information packs and videos shared on School website. • Derby LA information pack used in addition to School pack for parental consent once it is ready 	Possible	minor		No – monitor situation as part of QA
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6	<p>Contact between subjects increasing the risk of transmission of COVID19.</p> <p>Contact between subjects and staff increasing the risk of transmission of COVID 19 during welcome & registration.</p>	<p>Transmission of the virus leading to ill health or potential death</p> <p>Transmission of the virus leading to ill health or potential death</p>	<ul style="list-style-type: none"> • Asymptomatic: All staff/students being tested 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. • Face masks: Prominent signage reminding attending staff/students of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by staff/students being tested 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 staff/students being tested in advance at time of test booking. • Compliance with wearing of face covering/mask of all staff/students being tested to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all staff/students being tested to be visually checked through building by queue managers and all other staff. • Hand hygiene: All staff/students being tested to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. Hygiene station set up at both entrance and exit to testing site. • Social distancing: Two metre social distancing to be maintained between staff/students being tested and testing staff, with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. • A one-way flow of staff/students being tested through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Staff employed to do this receive training in the use of waste disposal • Limited clutter; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects <p>Potential risk of repeated exposure to Covid by those involved in testing and impact of those staff who are testing on bubble contamination reduced by use of a rota for specific roles.</p> <p>Asymptomatic: All staff/students being tested 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. .</p> <ul style="list-style-type: none"> • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception. <p>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</p> <ul style="list-style-type: none"> • Hand hygiene: All staff/students to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. 	rare	critical		No – monitor situation as part of QA
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		<ul style="list-style-type: none">• 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 reception, queue management & sampling staff.• A one-way flow of staff/students through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.• Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Staff employed to do this receive training in the use of waste disposal				
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7	Contact between subject and sampler increasing the transmission of COVID19: Sample taking.	<p>Damage to equipment</p> <p>Transmission of the virus leading to ill health or potential death</p>	<ul style="list-style-type: none"> • Social distancing: Two metre social distancing to be maintained between staff/students and testing staff with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • 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. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Staff employed to do this receive training in the use of waste disposal 	rare	critical		No – monitor situation as part of QA
8	Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport.	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Asymptomatic: All staff/students being tested 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. • Face coverings/masks to be worn by staff/students being tested at all times whilst on the premises except for brief lowering at time of swabbing. • Hand hygiene: All staff/students being tested to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between staff/students being tested and testing staff, with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. • A one-way flow of staff/students being tested , through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Staff employed to do this receive training in the use of waste disposal 	rare	critical		No – monitor situation as part of QA

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9	Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Transmission of the virus leading to ill health or potential death	<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 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>Limited clutter-; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</p>	rare	critical		No – monitor situation as part of QA
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 or potential death	<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 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. Requirement to wear face covering/mask to be reminded to all staff and students 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 reception, queue management & sampling staff. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Staff employed to do this receive training in the use of waste disposal 	rare	critical		No – monitor situation as part of QA
11	Incorrect result communication.	Wrong samples or miscoding of results	<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. Bar codes are recorded as part of School testing register 	rare	critical		No – monitor situation as part of QA
12	Damaged barcode, lost LFD, failed scan of barcode.	Orphaned record on registration portal & No result communicated to individuals	<ul style="list-style-type: none"> Staff and students return to main School once tested. They will be informed if positive. Result is recorded on School testing register as well as on registration app. This is used to communicate result if registration app does not alert subject. Subjects are called for a retest if result void or lost 	rare	critical		No – monitor situation as part of QA
13	Extraction solution which comes with the lab test kit contains the	These components do not have any	<ul style="list-style-type: none"> PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Face shields which are tested and approved under appropriate 	unlikely	moderate		No – monitor situation as part of QA

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	<p>following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride).</p>	<p>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.</p>	<p>government standards to be worn at all times when handling the extraction solution. Impervious aprons to be worn to protect the body from splashes or spillages.</p> <ul style="list-style-type: none"> • Extraction solution stored in secure cupboard when not in use. • Environmental: do not let product enter drains • 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. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 				
14	<p>Occupational illness or injury.</p>	<p>Absence of staff which could potentially prevent the test centre functioning</p> <p>Injury caused during the swab taking</p>	<ul style="list-style-type: none"> • Other staff can be called upon from the agency to fill in for the agency test assistants/processors, although they would need to complete and pass the training modules first. • The use of rotas for all other roles means that staff absence could be filled by another. • The testing centre would close if too many staff were absent and their roles could not be filled for health and safety reason. • The test is self-administered by students by applying a swab within their own throat and nose, under adult supervision but without the adult being involved (except children with SEND where necessary). • Instructions for self- administering the test is done competently by trained staff and vigilance is maintained to ensure there is a sufficient safety regime regarding testing • A first aider is present in the testing centre when testing is taking place, and will follow an established protocol with students/staff being tested , from the training if an injury is caused during the swab taking or while in the test centre . • Risk Protection Arrangement (RPA) will cover personal injury resulting from testing and any damage to testing equipment. In the event of loss or damage to any equipment that is owned by 	unlikely	moderate		No – monitor situation as part of QA

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			or a school's responsibility (e.g., through a lease or hire agreement) used in the provision of the testing, the RPA will provide an indemnity for the cost of repair or replacement.				
15	Manual handling.	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All testing staff have engaged with the training modules and passed. The correct PPE is worn by all the testing staff who are also vigilant in preventing any unauthorised handling. When tests are self-administered by staff/students clear instructions are given by trained staff in how the test kits are used and disposed of. Hand hygiene: All staff/students to use hand sanitiser provided and adherence to this enforced by reception staff. Hygiene stations set up on public entrance and exit to testing site. Hygiene station set up in for staff who are using it to don and doff PPE Hand washing instructions displayed by sinks in BCR. 	rare	critical		No – monitor situation as part of QA
16	Unauthorised access by members of the public.	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Strict security measures are in place at reception and by use of electronic doorlocks to school's main entrance. The School is a secure site. Only testing centre staff and those being tested are permitted in testing centre. Signage to explain and remind about this. This is ensured by the presence of Covid Coordinator / Team leader and other members of SLT. 	rare	critical		No – monitor situation as part of QA
17	Uneven surfaces (floor protection in the Testing and Welfare areas).	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> S8 & S4 identified as the site for testing centre because of optimum size, location and non-porous flat floor. 	rare	critical		No – monitor situation as part of QA
18	Inclement weather.	School closes due to snow or flooding Testing doesn't occur	<ul style="list-style-type: none"> Staff, students and parents will be contacted if the school were to shut and the testing postponed. An alternative date would be provided. 	possible	minor		No – monitor situation as part of QA
19	Electrical safety / plant & equipment maintenance Defective electrical equipment.	Fire in school. Risk to life. Inability to process data. No result communicated to staff or student	<ul style="list-style-type: none"> Site staff and IT technicians are vigilant in their safety checks to ensure there is electrical safety, following all agreed protocols. Tables requiring use of electronic equipment set up close to plugs. All equipment has been PAT tested. Advanced warning is provided for any safety checks that may impeded the functionality Of any electrical equipment and this would enable the Covid Coordinator to re-arrange any planned testing. 	unlikely	major		No – monitor situation as part of QA
20	Use of shared equipment.	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Strict protocols are followed by the trained test centre staff to prevent any sharing of equipment Cleaning staff clean furniture and surfaces after each use. 	rare	critical		No – monitor situation as part of QA

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Control Improvements			
Action No	Recommended additional control measures	Responsibility	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction	Covid Coordinator	
2	Training updates and reminders to be delivered to all staff and agency workers on a regular basis	Covid Coordinator	

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