



MECE COVID LFT (In School Testing) RISK ASSESSMENT

Name of School	Maiden Erlegh Chiltern Edge
Completed By	A Hartley / S Perry
Date	6 th Jan 2021

Risk Score Criteria:

LIKELIHOOD	
Very High	The issue will occur (and reoccur) in most circumstances
High	The issue is expected to occur
Medium	The issue may occur at some time
Low	The issue could potentially occur
Very Low	The issue is unlikely to occur

IMPACT	
Very High	Critical impact to staff and students and/or critical threat
High	Significant impact to staff and students and/or significant threat
Medium	Moderate impact to staff and students and/or moderate threat
Low	Manageable impact – within acceptable boundaries
Very Low	Negligible

Risk Score	
15-25	Urgent remedial action required
5-14	Close monitoring of risk required; ensure mitigation plan in place
1-4	Risk noted and stakeholders aware; mitigation plan in place

EACH SCHOOL MUST HAVE THEIR VERSION OF THIS RISK ASSESSMENT WHETHER THEY ARE ARRANGING TESTING IN-HOUSE OR BUYING IN EXTERNAL SERVICES.

WHERE EXTERNAL PROVIDERS ARE BEING BOUGHT IN, THEY MUST DO A VALUE FOR MONEY ASSESSMENT AND AGREE IT WITH CFOO.

		IMPACT				
		Very Low	Low	Medium	High	Very High
LIKELIHOOD	Very High	5	10	15	20	25
	High	4	8	12	16	20
	Medium	3	6	9	12	15
	Low	2	4	6	8	10
	Very Low	1	2	3	4	5



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
R01	<p>Cross-contamination and reputational damage</p> <ul style="list-style-type: none"> Location not planned and set out correctly 	4	4	16	<p>Schools hall (future locations will fulfil hard mop-able floor criteria for serial testing) identified as location for testing:</p> <ul style="list-style-type: none"> Testing <ul style="list-style-type: none"> Hard mop-able floor bays 2m apart Process poster displayed in each testing bay PPE mandatory for all staff who are part of testing team Refuse / disposal instructions clearly displayed Waiting / seating areas <ul style="list-style-type: none"> seating 2m apart Isolation area for positive cases – identified as area at rear of school hall <ul style="list-style-type: none"> telephone and SIMS access in admin / student services so that parents can be called external exit to prevent cross-contamination seating 2m apart Swabbing, processing and recording desks (1m apart) Consent received from all staff / parents who wish to have a test. This is checked by Registration staff before test process starts. 	1	3	3	HT / SBM
RO2	<p>Cross-contamination and reputational damage</p> <ul style="list-style-type: none"> Poor signage and markings 	3	3	9	<p>Site staff to identify testing area</p> <ul style="list-style-type: none"> One-way systems within area No access for test subjects to processing and recording desks Clear waiting and isolation areas (with 2m spacing) <p>Visual and written instructions put up around testing area.</p>	1	2	2	HT / SBM



RO3	<p>Cross-contamination and reputational damage</p> <ul style="list-style-type: none"> Insufficient and/or poorly trained staffing 	4	4	16	<p>Principles:</p> <ul style="list-style-type: none"> The capacity of the school to deliver its core business (education and safeguarding) will always come first. Headteachers, Business Managers, SLT and any other agreed staff will keep up to date with guidance and review plans and RA frequently. Teachers will not be required to be involved in testing (although they may volunteer). The process should be considered as a regulated activity and thus staff/volunteers should be DBS vetted or risk assessed and chaperoned. During the initial testing in pop-up provision external volunteers will not be used. <p>A Hartley & S Perry have ben registered as team leaders with the DfE</p> <ul style="list-style-type: none"> Schools will ensure that sufficient staff/volunteers are on duty during the process, and that they have all received the relevant training/guidance (including safeguarding guidance from a DSL or equivalent). Training records kept with SBM. One trained supervisor will be on duty at all times. One trained first aider available at all times. All volunteers, without DBS clearance, will have an individual risk assessment: they will be chaperoned at all times (records kept by the SBM) No volunteers will have access to student/staff personal data. <p>Covid Coordinaror to:</p> <ul style="list-style-type: none"> Communicate the content of the risk assessment with all workers as part of induction. Deliver toolbox talks to all workers on a regular basis including slips trips falls and complacency 	2	2	4	HT / SBM
RO4	<p>Cross-contamination and reputational damage</p> <ul style="list-style-type: none"> Poor student/subject management 	4	5	20	<ul style="list-style-type: none"> Students/subjects receive clear guidance about expectations regarding process and behaviour. Should there be a requirement to wait for results (30 minutes) they will bring a book with them. Pastoral staff on duty to support anxious students. 	2	2	4	HT / AHT (Inclusion)



				15	<ul style="list-style-type: none"> • Where SEND students may feel particularly anxious, staff and parents will work together to allay fears (eg: using visualisation, parental support) • Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings and spaced seating in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. • A one-way flow of subjects through the area is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. 				
RO5a	<p>Cross-contamination and reputational damage</p> <ul style="list-style-type: none"> • Clinical and health and safety issues 	3	5	15	<p>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> <p>Testing sites will have</p> <ul style="list-style-type: none"> • Clinical waste bins and bags with displayed instructions regarding different disposal methods for different types of waste and PPE. • Displayed instructions and training will be provided on PPE requirements for each role and duration of PPE wearing / frequency of changing PPE. • Hand sanitiser will be on each station within the testing process and all staff and students will hand sanitise before they enter the testing area. • Disinfectant spray and wipes (each swab desk wiped down after each test by test subject) <p>Schools will make provision for storage of testing kits between 2 and 30 degrees Celsius.</p> <p>Testing kits should be used between 15 and 30 degrees Celsius</p> <p>Cleaning staff to undertake a thorough clean at lunch time and at the end of the day. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p>	2	2	4	HT / SBM



					<ul style="list-style-type: none"> No physical handling of documents to subjects except barcodes, registration cards and PCR test kits (if required) 				
RO5b	<ul style="list-style-type: none"> Chemical contamination from test kits <p><i>Extraction solution which comes with the lab test kit contains the following components: NA₂HPO₄ (disodium hydrogen phosphate), NaH₂PO₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)</i></p> <p><i>These components do not have any hazard labels associated with them, and the manufacturer states that <u>there are no hazards anticipated under conditions of use as described in other product literature.</u> This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.</i></p>	2	2	4	<p>PPE</p> <ul style="list-style-type: none"> 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. Disposable apron to be worn to protect the body from splashes or spillages. <p>Environmental</p> <ul style="list-style-type: none"> Do not let product enter drains <p>Spillages</p> <ul style="list-style-type: none"> Wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the advised waste disposal procedures <p>General</p> <ul style="list-style-type: none"> Do not use if the solution has expired Training to be provided in handling potentially biohazardous samples, chemicals and good practice. Adhere to guidelines in these training procedures to prevent improper handling. Follow instruction and training provided to mitigate against inhalation, skin contact or ingestion of these chemicals. 	2	2	4	HT / SBM
RO5c	<p>Cross-contamination and reputational damage</p> <ul style="list-style-type: none"> Incorrect / insufficient use of PPE 	2	3	6	<ul style="list-style-type: none"> All staff to be provided with the appropriate PPE as per government guidance. Staff reminded on the correct wearing and disposal of PPE. All testing to cease if PPE is not available <ul style="list-style-type: none"> All testees to wear face coverings correctly throughout the test process and whilst inside any school buildings. Spare face coverings available for students <p>Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</p>	2	2	4	HT / SBM



					<ul style="list-style-type: none"> • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by registration / queue management staff. • All subjects to sanitise hands on entry to testing site. <p>Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by registration staff.</p>				
RO6	<p>Liability or reputational damage due to</p> <ul style="list-style-type: none"> • Poor communication 	3	3	9	<p>All parents and students and staff will have access to:</p> <ul style="list-style-type: none"> • Privacy Notice • Information about the testing process and how to self-administer it • Where to see the school's RA • Links to government guidance and information 	1	2	2	HT / SBM
RO7	<p>Liability or reputational damage due to</p> <ul style="list-style-type: none"> • Breach of GDPR regulations 	3	5	15	<ul style="list-style-type: none"> • Written, signed consent received for all those being tested: <ul style="list-style-type: none"> ○ Parent or guardian <16 ○ Student/staff 16+ • All information and results processed as per Privacy Notice (staff trained accordingly by SBMs). <p>All data held by school for a minimum of 14 days after the test and destroyed within one month after the full testing.</p>	2	2	4	HT / SBM
RO8	<ul style="list-style-type: none"> • Transmission and reputational risk due to incorrect or poor result communication 	3	5	15	<p><u>Wrong samples or miscoding of results</u></p> <ul style="list-style-type: none"> • 2 identical barcodes are provided to subject at check in • The subject details are registered to a unique ID barcode before conducting the test • Barcodes are attached to sample at the swabbing station • Barcodes on sample are checked against registration card at the processing station and a bar code is applied to Lateral Flow Device at this station 	2	2	4	HT / SBM



					<p><u>Damaged barcode, lost LFD, failed scan of barcode</u></p> <ul style="list-style-type: none"> Damaged barcodes are destroyed and not issued. Subjects are called for a retest <p>Test Results Positive Test Result</p> <ul style="list-style-type: none"> Students are isolated whilst call is made home for student to be collected. PCR test provided to be done at home are sent off for result Close contacts of students identified and tested daily before lessons for 7 days (no testing requirement on weekends) to ensure results remain negative. Once negative result received class attendance as normal. Close contacts identified who have not consented to in school testing will follow normal government isolation guidance. <p>Negative Test Result</p> <ul style="list-style-type: none"> Negative test result – students remain in school / lessons as normal <p>Invalid Test Result</p> <ul style="list-style-type: none"> Subject recalled for further test 				
RO9	<p>Other legal liability issues resulting in financial and reputational damage</p> <p><i>Even though a court would almost certainly support a school following Government guidance as being reasonable, the actual administration of the tests would still need to be carried out at a basic level of competence to avoid a breach of duty. If there was such incompetence, causation of any injury would be simple to establish, although compensation levels for any injury would be likely to be low unless serious injury occurred.</i></p> <p><i>As regards staff, schools should consider the potential risk of repeated exposure to covid by those involved in testing and how this risk should/can be managed</i></p>	3	5	15	<ul style="list-style-type: none"> Test Supervisors and SBMs to ensure that the supervisory, safety and data security regimes are maintained at all times. Headteachers to ensure that all staff/volunteers receive appropriate training and timely updates. Headteachers to ensure general risk assessment is updated and that this RA is adapted for their school site, including how the staff involved in testing may impact on “bubble” integrity going forwards. <p>Where schools have deviated from guidance, they should check their testing systems with RPA before implementing it.</p>	2	2	4	HT / SBM
RO10	Financial loss to schools and Trust	2	3	6	<p>Estimated budget £15 per student.</p> <ul style="list-style-type: none"> Financial risk management to be confirmed with CFOO. 	2	3	6	HT / SBM



Signed off by: _____ (school)

Date: _____

Signed off by: _____ (MET)

Date: _____

Date taken to Audit and Risk : _____

