



COVID-19: Testing Plan and Risk Assessment

Completed: March 2021

A Workplace details

School Name: Kirkby High School Department/Location: Sports Hall (and movement through school site)

***B Work Activity/ Workplace:** Testing Risk Assessment

**delete where appropriate*

Risk matrix

Assessment Date	02/03/2021 (review 10/03/21)	Lead Assessors	Anna Dobson / Scott Durrant	Contract	N/A	Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Kirkby High School						
Activities Involved	Traversing the site on foot Testing school staff and students					Location	Kirkby High School
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

A. Dobson (DHT)/ S. Durrant (AHT)

<i>Review dates</i>	Review after first test	
	10/03/2021	

Testing process at Kirkby High School

Staff testing

- Staff will collect test kits w/b 8th March.
- Staff will be asked to complete their home test on Sunday night before 6pm and Wednesday night before 6pm. This is optional.
- Staff should inform SLT if they have a positive test result that evening to allow time for cover to be organised.
- Staff will be expected to register and log in using their mobile device.

Student testing

- Testing to be completed in the Sports Hall.
- Consent process undertaken by S Durrant

Roles

- Covid-19 co-ordinator – S Durrant
- Quality Lead / Team leader – L Hughes
- Test assistant and processors – J Pither, trained agency staff
- Registration assistants – L Greenbank, G Magenis, D Cox, M Horabin and trained agency staff
- Results recorder – J Barrett/ L Hughes (to support)
- Cleaner – Knowsley staff

Test days

8th/9th /10th /11th/12th/15th /16th /17th /18th March

- Students are assigned set testing times according to year group and surname. They will have details of their first test time in a letter published on the website and shared via ParentApp and will attend school for their slot (Monday 8th – Wednesday 10th March). Subsequent appointments for their second and third tests will be provided to them by their form tutor (as directed by S Durrant). They will show this appointment card to their class teacher when they need to leave their lesson for a test.
- Staff will have a copy of the testing times and students' names.

- Those students with consent will line up within the indoor / outdoor area spaced at a 2m distance. They will enter their sports hall when directed.
- The students will leave school site after their first test. After their second and third tests, students will return to class as soon as they have been tested.

Test area (Sports Hall)

- A Pastoral Mentor will escort students into the test area directing them to the line, with 2m distance markers, ensuring students remain socially distanced.
- The students will be directed one at a time to register and be directed to a specific bay. Students will be given a swab at registration.
- The student will follow the instructions on the poster. A test assistant will observe this process from 2m and support the student as and when needed. They will not complete any swabbing.
- The students will then leave via the one-way system, exiting the sports hall at the door closest to the astroturf. After the first test, they will return home and after the second and third tests, they will return to lesson
- LFD will be left to process for 30 minutes.
- The processor will time and the results recorder will record the results.
- Any positive cases will be referred to the co-ordinator.
- The Covid -19 co-ordinator will then liaise with the SLT / mentors on duty.
- For tests two and three, if there is a positive result, the mentor will collect the student from their classroom (and phone home) and escort them to the bench at the front of school under the entry veranda to isolate. They must ensure they keep 2m from the pupil, use the shortest routes and ensure that the route is cleaned.
- Parents will be contacted to collect the pupil. As per DfE guidance, students will be required to self-isolate following a positive LFD result. Students are not required to get a confirmatory PCR test. Even if students obtain a negative PCR test, this will not overrule the LFD result.
- Close contacts will be identified using the established process .

Risk Assessment

No	Hazard	Risk	Control measure	Risk levels			Additional control need
				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"> 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 (a high temperature, loss or change of sense of smell / taste and/or new persistent cough). See school RA 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 on arrival. Masks will be worn in the registration room. Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by registration and coordinator. Social distancing: Two metre social distancing to be maintained between subjects. When registering, year group bubbles will be maintained and cleaning will occur between sessions. 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 staff. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Limited clutter-chairs only on request; no physical handing of documents unless required due to technological issues with consent forms and for the NHS registration card 	1	4	4	<i>QA of process to ensure risk assessment is constantly reviewed</i>

No	Hazard	Risk	Control measure	Risk levels			Additional control need
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	Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & registration Transmission of the virus leading to ill health or potential death	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • See school RA • Clear signage at the entrance point and inside the testing centre to ensure social distancing is observed at all times. • 2m distancing observed at all times by students and staff. • Students to wear a face mask in the registration area. • Registration assistant to wear appropriate PPE (mask and visor). Hand sanitiser and wipes available at desk. • Good ventilation in area. • Masks to be worn by all students and staff during the test period (expect for swabbing) • During the mop up testing session within school, students will be brought down in year groups, to ensure no bubbles cross • During the testing process, social distancing will be upheld at all stages • Cleaning of all test areas after each test cycle (See cleaning process). • The registration is completed by adult staff to ensure accuracy. 	1	4	4	QA of process to ensure risk assessment is constantly reviewed
	Contact between subject and Transmission of the virus leading to ill health or potential sampler increasing the transmission of COVID19: Sample taking (Cont...)	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Staff in full PPE as per the NHS guidance for each role. • Regular changing of PPE as per guidance. • All staff to complete training if they are involved in the process to ensure they are aware of how to and the regularity of changing PPE. • Staff who are processing and recording will be situated 2m away from test subjects.. 				

			<ul style="list-style-type: none">• The coordinator will not be within 2 m of the students or staff.• Students and staff will not be assisted in completing tests.				
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No	Hazard	Risk	Control measure	Risk levels			Additional control need
				Probability	Severity	Risk	
	Contact between subject and Transmission of the virus leading to ill health or potential sampler increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Appropriate distancing of bays in the sample taking area. Walkways separated to ensure social distancing Test Assistants and Processors assigned to areas to support distancing and prevent transmission. 	1	4	4	QA of process to ensure risk assessment is constantly reviewed
	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"> Constant review of process and RA Testing analysed if increased numbers of students who have tested on the same day become positive. The team leader will review the process with public health. While this is done, testing will halt. Cases to transport own swab to processor one at a time. All swabbing tables should be wiped down with anti-bacterial wipes by the subject and regularly by the cleaning assistant. 	1	4	4	QA of process to ensure risk assessment is constantly reviewed
	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"> PPE provided for processors/recorders Regular changing of PPE as per guidance All staff to complete training if they are involved in the process to ensure they are aware of how to and the regularity of changing PPE. LFP tests should be processed on an additional desk, with individual timers to ensure reading at appropriate times. Results types will be displayed. All areas must be wiped down regularly Tests are to be completed 2m away from processing area. Students should spend less than 1 min with processors. Students should take swab to processor and place in test solution. Students then leave the test site following the one-way system. 	1	4	4	QA of process to ensure risk assessment is constantly reviewed

No	Hazard	Risk	Control measure	Risk levels			Additional control need
				Probability	Severity	Risk	
	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"> Bins next to each testing table. Bins next to each processing table. Bins will have no lids to reduce touch points. All bins to have a list of disposable items that can be placed into them. . Cleaner in the testing area throughout the testing times. All site staff and cleaners involved in the testing process to complete training modules. Waste disposal is monitored as part of the QA procedures 	1	4	4	QA of process to ensure risk assessment is constantly reviewed
	Incorrect result communication	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> 3 identical barcodes are provided to subject at the registration desk along with a registration card and sealed LFD The registration assistant registers the subject's details to a unique ID barcode using a school computer prior to entering the test area. Instructions will be on the desk on a laminated sheet Samples will put a bar code on the package of the LFD and their test card. Barcodes handed over to the processor with the LFD in return the sample will receive a sealed swab. The processor will place the bar code and LFD on their desk in the designated plastic tray Processors will have a designated area, linked to 2 testing bays Barcodes are checked for congruence at the analysis station – the processor will remove the flow test from its package and place it on the back of the test. 				

No	Hazard	Risk	Control measure	Risk levels			Additional control need
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	Incorrect result communication (cont)	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> This will then be moved to the processing table and will be again placed in the plastic container at the correct processing desk This will be done 1 by 1. The number of samples will be monitored. The samples will carry out the swabbing and then one by one bring it to the processor at the corresponding processing desk. The processor will process the swap and place it in the test tube. The processor will then add the droplets to the LFD on the processing table. Each testing bay will be allocated a processing desk All cards will be kept and filed by date in case there has been a bar code error. This will allow for double checking codes are correct for the students' names. All student results will get sent to their parent / carer via text message. 	2	4	8	QA of process to ensure risk assessment is constantly reviewed
	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Subjects are called for a retest as soon as possible. Regular review of procedure through QA procedures and regular review of practice. Regular checks of written records and double-checking of barcodes by results recorders. 	2	4	8	

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	Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO 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"> PPE: 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. 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. 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. 	1	4	4	QA of process to ensure risk assessment is constantly reviewed
	Electrical safety / plant & equipment	Injury caused as a result of faulty or trip hazards	<ul style="list-style-type: none"> All cables to be taped down to prevent trip hazards. All electrical equipment to be PAT tested. Laptops to be wiped down after use with appropriate disposable wipes. 	1	1	4	QA of process to ensure risk assessment is constantly reviewed
	Occupational illness or injury	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Staff training completed both online and as run troughs QA and monitoring of process weekly to ensure guidance is followed. Staff should ensure that they follow PPE guidance at all times. Staff should ensure they report any issues or areas of concern to the Team Leader ASAP. 	1	1	4	QA of process to ensure risk assessment is constantly reviewed