

## MET RISK ASSESSMENT

<b>Name of School</b>	Maiden Erlegh School
<b>Completed By</b>	Nicola Scott
<b>Date</b>	5th January 2020

### Risk Score Criteria:

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

IMPACT	
<b>Very High</b>	Critical impact to staff and students and/or critical threat
<b>High</b>	Significant impact to staff and students and/or significant threat
<b>Medium</b>	Moderate impact to staff and students and/or moderate threat
<b>Low</b>	Manageable impact – within acceptable boundaries
<b>Very Low</b>	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"> <li>Location not planned and set out correctly</li> </ul>	4	4	16	<p>Schools identify mass testing locations for:</p> <ul style="list-style-type: none"> <li>Testing               <ul style="list-style-type: none"> <li>Will take place in the Sports Hall where we have a non-porous floor &amp; will be known as our Testing Centre</li> <li>The entrance to the Testing Centre is the rear entrance of the Sports Hall opposite F&amp;G Block and the exit will lead out towards N Block</li> <li>The entrance and exit will be signposted and internal barriers will signpost the route</li> <li>There are 6 bays each 2m apart set up in the format recommended by the Test &amp; Trace using tables and a minimum amount of chairs</li> <li>The room will be set at a temperature of between 15-30 degrees to optimise the performance of the testing kits and the comfort of the Testing Team</li> </ul> </li> <li>Result waiting areas               <ul style="list-style-type: none"> <li>When required, these will be set up in the Main Hall with seating 2m apart</li> </ul> </li> <li>Isolation area               <ul style="list-style-type: none"> <li>Currently sited in the former Medical Room near Reception with own toilet area</li> <li>telephone and SIMS access so that parents can be called</li> <li>external exit to prevent cross-contamination</li> </ul> </li> </ul> <p>Equipment</p> <ul style="list-style-type: none"> <li>Swabbing, processing and recording desks (1m apart as advised by Test &amp; Trace) are separated by sneeze screens in the absence of the 2m distancing at this critical point (total of 12 screens)</li> <li>Each desk will be equipped in line with the Test &amp; Trace guidance including cleaning materials, testing kits, tissues and mirrors</li> </ul> <p>Staffing</p> <ul style="list-style-type: none"> <li>The Testing Centre will be staffed in line with the recommendations of the NHS</li> </ul>	3	4	12	HT



					<ul style="list-style-type: none"> <li>• Mass Testing sessions will be overseen by a Quality Leader and Supervisor, a Queue Manager will manage the outside queue, and On Patrol will support behaviour standards.</li> <li>• Quality tests will be carried out daily</li> </ul>				
RO2	<p>Cross-contamination and reputational damage</p> <ul style="list-style-type: none"> <li>• Poor signage and markings</li> </ul>	3	3	9	<p>Site staff to mark out</p> <ul style="list-style-type: none"> <li>○ Directions to testing areas from school gate (avoiding reception)</li> <li>○ One-way systems</li> <li>○ No access for test subjects to swabbing, processing and recording desks which is achieved by using hazard tape for demarcation</li> <li>○ Clear waiting and isolation areas (with 2m spacing) will be available in the former Medical Room (isolation) and waiting Room (main hall)</li> <li>○ Signs stating that no photographs may be taken</li> <li>○ Signs reminding staff to wear PPE before entering the Testing Centre</li> </ul> <ul style="list-style-type: none"> <li>• Visual and written instructions are put up around site and testing area using templates gained from the DfE schools' platform and laminated for hygiene reasons.</li> </ul>	2	3	5	HT
RO3	<p>Cross-contamination and reputational damage</p> <ul style="list-style-type: none"> <li>• Insufficient and/or poorly trained staffing</li> </ul>	4	4	16	<p>Principles:</p> <ul style="list-style-type: none"> <li>• The capacity of the school to deliver its core business (education and safeguarding) will always come first.</li> <li>• Headteachers, Business Managers, Team Leaders and any other agreed staff will keep up to date with guidance and review plans and RA frequently.</li> <li>• Teachers will not be required to be involved in testing (although they may volunteer out of hours if they want to).</li> <li>• The process should be considered as a regulated activity and thus staff/volunteers should be DBS vetted or risk assessed and chaperoned.</li> </ul> <p>Maiden Erlegh School has chosen 3 Team Leaders and registered them with the DfE <u>register a team leader</u>.</p>	2	4	6	



					<ul style="list-style-type: none"> <li>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).</li> <li>One trained supervisor will be on duty at all times.</li> <li>One trained first aider available at all times.</li> <li>All volunteers, without DBS clearance, will have an individual risk assessment: they will be chaperoned at all times (records kept by the SBM)</li> <li>No volunteers will have access to student/staff personal data.</li> </ul> <p>Covid Co-Ordinator to:</p> <ul style="list-style-type: none"> <li>Communicate the content of the risk assessment with all workers as part of induction.</li> <li>Deliver toolbox talks to all workers on a regular basis including slips trips falls and complacency</li> </ul> <p>Training All staff working in the Testing Centre have completed all 7 modules of training provided by NHS Test &amp; Trace. This has been evidenced back to the school and the training record stored. It was agreed that by completing all of the modules, every team member would understand the full process of the testing. All staff have also been provided with a copy of the 3 core Test &amp; Trace handbooks for schools including "How To" Guide, "Training" Guide and "Schools Handbook"</p>				HT
RO4	<p>Cross-contamination and reputational damage</p> <ul style="list-style-type: none"> <li>Poor student/subject management</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Students/subjects who are on site receive clear guidance about expectations regarding 30-minute wait (and that they can bring phones/books etc) should this be needed for contact testing.</li> <li>Where students are visiting the site purely to take a test they are expected to leave the site straight after the test and will be informed of their test result firstly by Test &amp; Trace, and secondly by the school only if the result is invalid or positive</li> <li>Sufficient staff/volunteers on duty to support anxious students.</li> </ul>	3	4	12	HT



					<ul style="list-style-type: none"> <li>• Where SEND students may feel particularly anxious, staff and parents will work together to allay fears (e.g.: using visualisation or allowing parents to come with them).</li> <li>• Where the issue is the inability to wait socially distanced for 30 minutes, then schools will add additional control measures such ego:             <ul style="list-style-type: none"> <li>○ Remain uniquely in their bubbles.</li> <li>○ Asked to wait outside</li> <li>○ Wait in rooms of no more than three</li> </ul> </li> <li>• 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 &amp; sampling staff.</li> <li>• 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.</li> </ul>				
RO5a	<p>Cross-contamination and reputational damage</p> <ul style="list-style-type: none"> <li>• Clinical and health and safety issues</li> </ul>	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"> <li>• Clinical waste bins and bags</li> <li>• Stocks of hand sanitiser</li> <li>• Disinfectant spray and wipes (each swab desk wiped down after each test by supervising staff)</li> <li>• Boxes of tissues at swabbing point</li> <li>• Packets of disinfectant wipes</li> <li>• Permanent marker pens</li> <li>• Trays</li> <li>• Timers</li> <li>• Mirrors</li> <li>• Bins with appropriate colour liner</li> </ul> <p>Schools will make provision for storage of testing kits between 2 and 30 degrees Celsius in the school Gym.</p>	2	4	8	HT



					<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> <ul style="list-style-type: none"> <li>Limited clutter-chairs only on request in a testing bay (available chairs are turned around the wrong way to discourage use); no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</li> </ul>				
RO5b	<ul style="list-style-type: none"> <li>Chemical contamination from test kits</li> </ul> <p><i>Extraction solution which comes with the lab test kit contains the following components: NA<sub>2</sub>HPO<sub>4</sub> (disodium hydrogen phosphate), NaH<sub>2</sub>PO<sub>4</sub> (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 <b>there are no hazards anticipated under conditions of use as described in other product literature</b>. 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"> <li>PPE stocks are stored in the Gym next door to the Sports Hall for easy access.</li> <li>All PPE is taken from the supply provided by the Government at the start of January 2021</li> <li>Nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution.</li> <li>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.</li> <li>Impervious clothing to be worn to protect the body from splashes or spillages.</li> <li>Specific grade face coverings</li> <li>Eye protectors</li> <li>PPE must be changed in line with the guidance given by Test &amp; Trace including the need to change damaged or contaminated PPE, and to change PPE between sessions</li> <li>PPE must be applied in the Gum before entering the Testing Centre, and removed in the Gum after leaving the Testing Centre</li> <li>PPE application and removal areas are clearly marked out</li> </ul> <p>Environmental</p> <ul style="list-style-type: none"> <li>Do not let product enter drains</li> </ul> <p>Spillages</p> <ul style="list-style-type: none"> <li>Clear up spillages using dry paper towel initially</li> <li>Wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</li> </ul>	2	2	4	HT



					<p>General</p> <ul style="list-style-type: none"> <li>• Do not use if the solution has expired</li> <li>• Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice.</li> <li>• Adhere to guidelines in these training procedures to prevent improper handling.</li> <li>• Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul> <p>Waste Removal</p> <p>There will be 3 types of rubbish and it is really important that they are captured and stored separately for health &amp; safety and financial reasons:</p> <ul style="list-style-type: none"> <li>• Packaging of the testing kits which will go into general waste</li> <li>• PPE and cleaning cloths/mops which needs to go into tiger bags – with black and yellow stripes</li> <li>• Swabs, testing kits themselves, tissues and cleaning material – yellow bags for collection for incineration by Grundon</li> </ul>				
RO5c		2	3	6	<ul style="list-style-type: none"> <li>• All staff to be provided with the appropriate PPE as per government guidance.</li> <li>• Staff reminded on the correct wearing and disposal of PPE.</li> <li>• All testing to cease if PPE is not available</li> </ul> <ul style="list-style-type: none"> <li>• All testees to wear face coverings correctly throughout the test process and whilst inside any school buildings.</li> <li>• Spare face coverings available for students (additional 100 ordered)</li> </ul> <p>Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</p> <ul style="list-style-type: none"> <li>• Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in</li> </ul>	2	3		HT



					<p>advance at time of test booking.</p> <ul style="list-style-type: none"> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> <li>• All testees to sanitize hands on entry to testing site.</li> </ul> <p>Hand hygiene: All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</p>				
RO6	<p>Liability or reputational damage due to</p> <ul style="list-style-type: none"> <li>• Poor communication</li> </ul>	3	3	9	<p>All parents and students and staff will have access to:</p> <ul style="list-style-type: none"> <li>• Privacy Notice</li> <li>• Information about the testing process and how to self-administer it</li> <li>• Where to see the school's RA</li> <li>• Links to government guidance and information</li> </ul>	2	3		HT
RO7	<p>Liability or reputational damage due to</p> <ul style="list-style-type: none"> <li>• Breach of GDPR regulations</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>• Written, signed consent received for all those being tested: <ul style="list-style-type: none"> <li>○ Parent or guardian &lt;16</li> <li>○ Student/staff 16+</li> </ul> </li> <li>• All information and results processed as per Privacy Notice (staff trained accordingly by SBMs).</li> </ul> <p>All data deleted by school 14 days after the test.</p>	2	5	10	HT
RO8	<ul style="list-style-type: none"> <li>• Transmission and reputational risk due to incorrect or poor result communication</li> </ul>	3	5	15	<p><u>Wrong samples or miscoding of results</u></p> <ul style="list-style-type: none"> <li>• 2 identical barcodes are provided to subject at check in</li> <li>• The subject registers their details to a unique ID barcode before conducting the test</li> <li>• Barcodes are attached by trained staff at the sample collection bay</li> <li>• Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> <li>• Register will write name of student/ staff on barcode space to ensure school records are accurate.</li> </ul> <p>Damaged barcode, lost LFD, failed scan of barcode</p>	2	5	10	HT





				15	<ul style="list-style-type: none"> <li>• Rule based recall of subjects who have not received a result within x hrs of registration</li> <li>• Subjects are called for a retest</li> </ul>			15	
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"> <li>• Test Supervisors and SBMs to ensure that the supervisory, safety and data security regimes are maintained at all times.</li> <li>• Headteachers to ensure that all staff/volunteers receive appropriate training and timely updates.</li> <li>• 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.</li> </ul> <p>Where schools have deviated from guidance, they should check their testing systems with RPA before implementing it.</p>	3	5	15	HT
RO10	Financial loss to schools and Trust	2	3	6	<p>Estimated budget £15 per student.</p> <ul style="list-style-type: none"> <li>○ Financial risk management to be confirmed with CFOO.</li> </ul>	2	3	6	HT

Signed off by: **Paul Gibson**

(school)

Date: **4<sup>th</sup> Jan 2021**

Signed off by: \_\_\_\_\_ (MET)

Date: \_\_\_\_\_

Date taken to Audit and Risk :8<sup>th</sup> Jan 2021



## Health and Safety Risk Assessment Sign off Sheet Assessment

**Declaration by employees involved in the activity detailed above** – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

Employee Name	Signature	Supervisors Name	Date





