
Appendix: Bede Academy COVID-19 rapid test Centre - Risk Assessment

Why is this document needed?

Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators.

This document is to be read alongside Bede Academy's Secondary and Primary COVID risk assessments, which outline COVID adjustment controls for both the Primary and Secondary sites.

This RA is written in order to mitigate risks associated with Mass Testing in Schools as announced by the DfE: [Mass asymptomatic testing: schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/mass-testing-in-schools)

The following rationale for Mass Testing is taken from the DfE Template letter provided for Schools and College on the 31st Dec 2020 (see link above)

We are working to keep our school as safe as possible. Testing for those without coronavirus symptoms is beginning across the country using new, quicker COVID-19 tests known as 'lateral flow tests'.

Along with the other protective measures we are taking (as outlined in our academy COVID RA which will continue to govern the routines within the academy), these tests will help staff and students to remain in school safely. Up to one third of people who have coronavirus experience no symptoms. By testing we will help to stop the virus spread and help to keep our [school/college] open as safely as possible. The test is voluntary, but all are encouraged to take it. For under 16s, consent is sought via parents / guardians, and for over 16s (including staff), consent is sought from the individual. It is understood that consent can be added or withdrawn at any point.

We will be testing all staff and secondary school students who want to participate from week commencing 4 January 2021. Where consent is not received the control measures identified in the main RA will be followed to identify and isolate those who are identified as close contacts.

Those taking the test will be supervised by trained staff. The 'lateral flow' tests are quick and easy using a swab of your nose and throat. For under 18s, staff can oversee the swab process.

Results (which take around half an hour from testing) will be shared directly with staff and pupils participating. Where participants are under 16, parents or legal guardians will also be informed.

What if a pupil tests positive?

Participating staff and pupils who test positive will be informed about their results individually. Where participants are under 16, parents or legal guardians

will also be notified. Guidance on safe travel and additional precautions will be provided along with test results.

Pupils will need to take a further 'PCR test' (similar to those done in local and regional testing sites) on the same day (or as soon as possible). School will be able to provide these PCR test kits to perform at home or you can go to www.gov.uk/get-coronavirus-test or call 119 to book a follow-up test. If ordering a PCR test yourselves, they should choose to visit a drive-through test site if possible, as it is faster than requesting a home test.

During this time while they wait for the PCR result (via text / email) they will need to self-isolate. If the PCR test returns a positive result you will have to self-isolate and follow the guidance from NHS Test and Trace.

What if a close contact at school/college tests positive?

A close contact of someone in school/college who has tested positive for COVID-19 will be able to return to school if they agree to be tested once a day for 7 days and the test is negative. If they do not want to take the test, they will need to self-isolate as per the national guidelines. This does not apply to household members or close contacts outside of school who will still need to self-isolate.

Assessment Date	3rd January 2020	Lead Assessor	Andrew Thelwell	Contact	Andrew Thelwell	Assessment Number	1
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Bede Academy (North), Sixth Avenue, Blyth, Northumberland, NE24 2SY						
Activities Involved	Traversing the site on foot Testing academy staff and students				Location	Academy site, main hall / Dance Studio	
Who Might be affected	Employee ✓	Pupil ✓	Contractor ✓	Visitor ✓	Service User ✓		

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	Action No
1	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"> • 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. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst in the test centre 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 reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • 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. • 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. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects • If testing is a result of an individual being identified as a close contact, then they will be kept in a socially distanced waiting area, away from other academy site users, until a negative test result has been obtained. • In addition all staff will complete the NHS training provision for each identified role. 	2	3	6	
2	Contact between subjects and staff increasing the risk of transmission of COVID19: Welcome &	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><u>registration</u></p>		<ul style="list-style-type: none"> • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • No staff with underlying health conditions will be used for any role. • Face coverings/masks to be worn by subjects at all times whilst in the test centre 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 reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • 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. • 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. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects. • In addition all staff will complete the NHS training provision for each identified role. 	<p>2</p> <p>3</p>	<p>6</p>	
--	----------------------------	--	--	-------------------	----------	--

3	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	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. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst in the test centre 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 reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • 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. • 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. • No staff with underlying health conditions will be used for any role. • 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 to subjects except barcodes and PCR test kits for first 200 subjects. • In addition all staff will complete the NHS training provision for each identified role. 	2	3	6	
4	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Role of Centre 'runner' is not applicable to the in school testing centres as it is not identified in the NHS Test Centre plans for use in schools. • Moving and disposal of the tests and other equipment used (inc PPE) to be done in line with guidance provided by the NHS. • All equipment for the disposal of tests provided and monitored by the test centre cleaner. • Regular cleaning of all work stations and equipment to be undertaken by staff members and cleaner. • Though this is not a defined role should any staff member perform an activity that could be considered that of a 'runner' the following would apply... • 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. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst in the test centre 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. 	2	3	6	

			<ul style="list-style-type: none"> • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • 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. • 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. • No staff with underlying health conditions will be used for any role. • 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 to subjects except barcodes and PCR test kits for first 200 subjects. 				
5	<p>Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.</p>	<p>Transmission of the virus leading to ill health or potential death</p>	<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. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst in the test centre 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 reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • 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. • 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. • No staff with underlying health conditions will be used for any role. • 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 to subjects except barcodes and PCR test kits for first 200 subjects. • 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. 	1	4	4	



			<ul style="list-style-type: none">• Staff trained in handling potentially biohazardous samples, chemicals and good lab practice. In addition all staff will complete the NHS training provision for each identified role. Adhere to guidelines in these training procedures to prevent improper handling.• No staff with underlying health conditions will be used for any role.				
6	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.	1	4	4	

7	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within 2 hrs of registration • Subjects are called for a retest 	1	1	1	
8	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"> • 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 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. 	1	4	4	
9	Occupational illness or injury	Potential injury and death.	<ul style="list-style-type: none"> • This is covered is pre-existing policies and risk assessments contained in the academy. 	1	4	4	
10	Manual handling	Potential injury and death.	<ul style="list-style-type: none"> • All staff have completed the Judicium Manual handling training. • This is covered is pre-existing policies and risk assessments contained in the academy. 	1	4	4	
11	Unauthorised access by members of the public	Disruption to processes, safeguarding and welfare breaches including threat to safety (potential injury and death)	<ul style="list-style-type: none"> • This is covered is pre-existing policies and risk assessments contained in the academy to manage site access. • Test site is within the academy building and can only be accessed through manned reception area, as is the case for any visitors to the academy site. 	1	4	4	
12	Uneven surfaces (floor protection in the Testing and Welfare areas)	Trip hazards and injury or lack of access for individuals with mobility issues.	<ul style="list-style-type: none"> • This is covered is pre-existing policies and risk assessments contained in the academy. • The location of the testing site has a level floor (school sports hall). 	1	4	4	
13	Stairs to / from sample processing / registration area and welfare space	Trip hazards and injury or lack of access for individuals with mobility issues.	<ul style="list-style-type: none"> • Ground floor location used to avoid the need to use stairs and ensure safety and ease of access, and to allow for one way system of access and departure. 	1	3	3	

14	Inclement weather	Students get wet when waiting for their test. Slip hazards leading to injury.	<ul style="list-style-type: none"> Testing site is located indoors to avoid the impact of inclement weather. Queues will be managed in the building in the case of inclement weather. 	1	1	1	
15	Electrical safety / plant & equipment maintenance Defective electrical equipment	Equipment failure and possible Electrocutation leading to potential injury or death.	<ul style="list-style-type: none"> The academy has in place comprehensive plans for electrical safety / plant and equipment maintenance as well as defective electrical equipment (see relevant documents). All equipment to have an in date PAT test. Spare equipment available to minimise disruption to the testing process. 	1	5	5	
16	Use of shared equipment	Risk of transmission of the virus leading to possible ill health or potential death.	<ul style="list-style-type: none"> Each station in the testing centre to be provided with its own equipment. Cleaning equipment and PPE provided in line with the NHS guidance for testing centres. Cleaner to be in the testing centre to ensure the cleaning of each station following use. 	1	4	4	
17	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 	1	4	4	
18	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within 2 hrs of registration Subjects are called for a retest 	1	4	4	
19	Data protection of data gathered as a result of the testing provision.	Breach of data protection and sharing of confidential data.	<ul style="list-style-type: none"> Volunteers will not be used as Recorders. This role will only be fulfilled by Academy staff. The academy and the trust GDPR policies and processes will apply to this data. NHS Privacy notice shared with all parents, staff and students at the point when consent is requested. Data will be stored on academy network and password protected to ensure only authorised access takes place. Data will not be shared with persons other than those authorised by the academy to access it to identify and communicate with those with positive test results, or with the NHS as required. 	1	4	4	



20	<p>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)</p>	<p>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.</p>	<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 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. 	1	4	4	
----	---	--	---	---	---	---	--

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction	Team Leader / Covid Coordinator		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Team Leader / Covid Coordinator		

Additional Notes

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

Declaration - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.

Persons involved in assessment Andrew Thelwell (Principal – Bede Academy Secondary), Julie Normanton (Vice Principal – Pastoral and Welfare).

Signature of Lead Assessor

Andrew Thelwell

Date: 3rd Jan 2021

Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident							
Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature

Clarifications by Trustees 04/01/21

Assessment date to be changed and Andrew Thelwell under contract.	All adjustments made, in line with Trustee recommendations 6/1/20
Severity levels - re inclement weather to be adjusted.	
Amend to reflect that parental consent is required for students under 16yrs of age.	

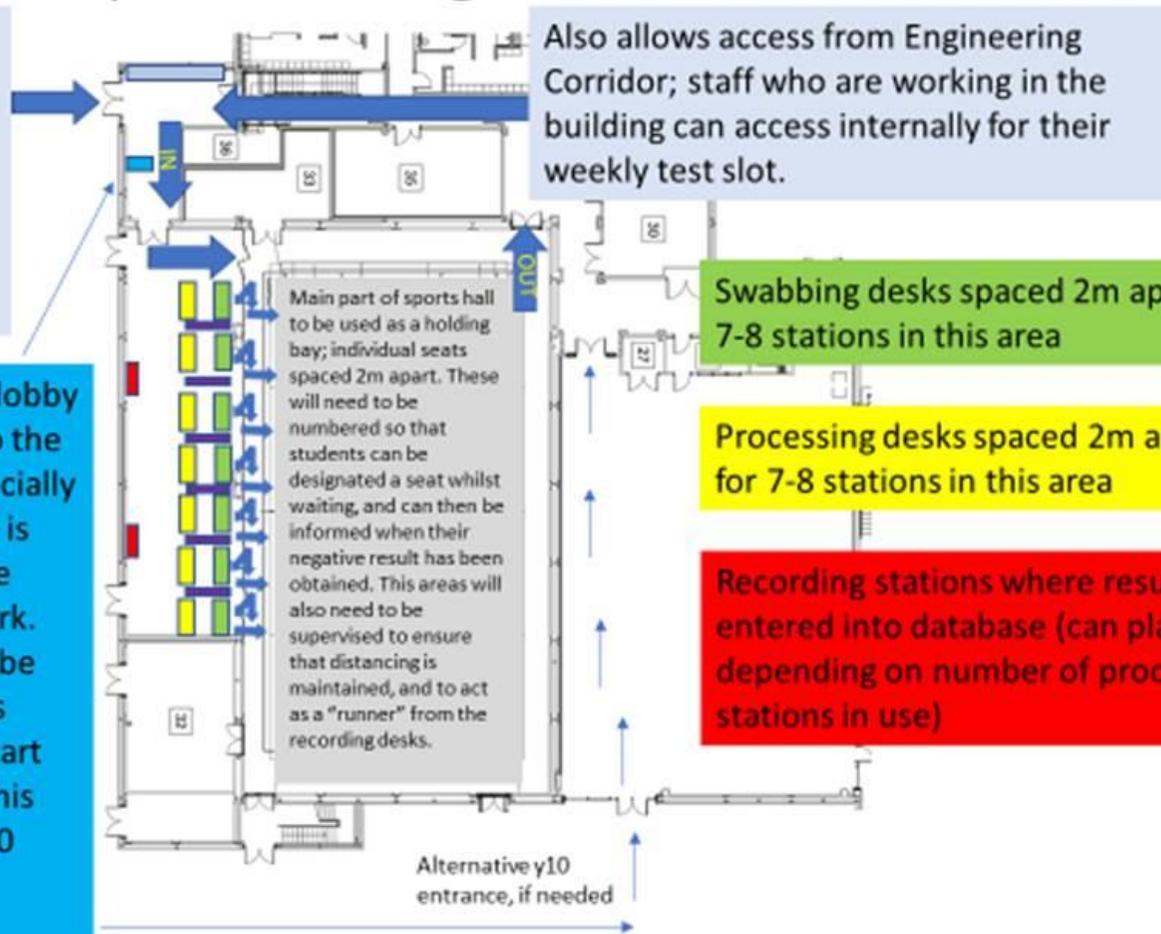
Appendix 1:

Site Plan – Bede Academy North Sports Hall

Sports' Hall rapid testing site

Allows direct access from yard, so when being used to test close contacts, there would be no need to come through the building until negative test secured.

Registration desk in large lobby area to control access into the test area and to ensure socially distanced queuing system is adhered to. Markers in the corridor to denote 2m mark. No appointment times to be given when this corridor is used as y10 entrance at start of day / break / lunch. If this proves unmanageable, y10 entrance to be re-routed through to back of hall



Also allows access from Engineering Corridor; staff who are working in the building can access internally for their weekly test slot.

Swabbing desks spaced 2m apart; space for 7-8 stations in this area

Processing desks spaced 2m apart; space for 7-8 stations in this area

Recording stations where results are entered into database (can place 1-3, depending on number of processing stations in use)

- Key**
- One way flow
 - Hand washing on arrival
 - Registration desk
 - Swab testing points
 - Processing points
 - Recording of results
 - Screen

Alternative y10 entrance, if needed