

<b>Assessment Title:</b>	<b>Coronavirus (COVID-19): Implementation of Mass Testing at St Anne's Academy</b>
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<b>School Name:</b> St Anne's Academy	<b>School Address:</b> Hollin Lane, Middleton Greater Manchester M24 6XN
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<b>Date Assessment Undertaken:</b> 12.1.2021	<b>Name of Assessor (print):</b>  Mr Chris Heyes [on behalf of all SLT]	<b>Assessor Signature:</b> 	<b>Assessment Review Date:</b> 12.1.2021
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<b>Name of Head Teacher (print):</b>  Mr C Heyes	<b>Head Teacher Signature:</b> 	<b>Name of Chair of Governors (print):</b>  Mr Tim Mitchell	<b>Chair of Governors Signature:</b> 
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<b>Main Legislation and/or Information Source:</b>	<ul style="list-style-type: none"> <li>- Health &amp; Safety at Work Act 1974.</li> <li>- Management of H &amp; S at Work Regulations 1999.</li> <li>- Workplace [Health, Safety &amp; Welfare] Regulations 1992</li> <li>- Personal Protective Equipment at Work Regulations 1992</li> <li>- Control of Substances Hazardous to Health Regulations 2002</li> <li>- Actions for education and childcare Settings to prepare for wider opening from 1 June 2020 [published 11 May 2020]</li> <li>- Coronavirus [Covid-19]: implementing protective measures in education and childcare settings [published 11 May 2020]</li> <li>- Staying alert and safe [social distancing] [Published 11 May 2020]</li> <li>- Our Plan to Rebuild: The UK Government's Covid-19 recovery strategy</li> <li>- Guidance for full opening – schools [published 2 July 2020]</li> <li>- Actions for Schools [published 30 December 2020]</li> </ul>
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Risk Rating Key:					Overall Risk Score = Likelihood x Impact							
<p><b>Very Low or tolerable risks – no management action required.</b></p> <p><b>Moderate risks – if reasonably practicable take required management action to remove or reduce risk.</b></p> <p><b>High and intolerable risks – management action must be taken to remove or reduce risks.</b></p>					Impact			Likelihood				
								Low Risk (1)	Medium Risk (2)	High Risk (3)		
					Highly Unlikely (1)	Very low Risk 1	Tolerable Risk 2	Moderate Risk 3				
					Unlikely (2)	Tolerable Risk 2	Moderate Risk 4	High Risk 6				
Likely (3)	Moderate Risk 3	High Risk 6	Intolerable Risk 9									
RISK NO	Risk Description	Risk Likelihood (1-3)	Risk Impact (1-3)	Risk Score (1-9)	Mitigation/Actions	Risk Owner	Risk score when mitigation has been completed (1-9)	Mitigating Actions Completed (date specific as dd/mm/yyyy)				
1	<p><b>Contact between subjects increasing the risk of transmission of COVID19 during the following processes:</b></p> <ul style="list-style-type: none"> <li>Welcome &amp; Registration</li> <li>Sample Taking</li> <li>Sample Processing and Analysis</li> <li>Sample Disposal and Waste Disposal</li> </ul>	2	3	6	<ol style="list-style-type: none"> <li><b>Asymptomatic:</b> 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.</li> <li><b>Face coverings:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>Face coverings to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> </ol>	CHY, RS, AC, DS (designated SLT Covid Mass Testing Team Leaders)	2	<p>Ongoing Covid prevention measures in place.</p> <p>Covid testing on site from 14.1.2021.</p>				

	<p>Leading to risk of transmission of the virus leading to ill health or potential death</p>				<ol style="list-style-type: none"> <li>4. Requirement to wear face covering to be reminded to all subjects in advance at time of test booking.</li> <li>5. Compliance with wearing of face covering of all subjects to be visually checked on arrival by registration staff.</li> <li>6. Compliance with wearing of face covering of all subjects to be visually checked through building by queue managers and all other staff.</li> <li>7. <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by registration staff.</li> <li>8. <b>Social distancing:</b> 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 staff, queue management &amp; sampling staff.</li> <li>9. 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.</li> <li>10. <b>Cleaning:</b> Regular cleaning of the mass testing area and equipment including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>11. Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects.</li> </ol>			
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2	<p><b>Incorrect result communication</b></p> <ul style="list-style-type: none"> <li>Wrong samples or miscoding of results</li> </ul>	1	3	3	<ol style="list-style-type: none"> <li>Two 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 processing desk and applied to Lateral Flow Device at this time</li> <li>Academy maintains a Covid Test Register including details of the barcode.</li> </ol>	CHY, RS, AC, DS (designated SLT Covid Mass Testing Team Leaders) & Results Recorder	2	Covid testing on site from 14.1.2021.
3	<p><b>Risks associated with use of extraction solution which comes with the lab test kit contains the following components:</b></p> <ul style="list-style-type: none"> <li>NA<sub>2</sub>HPO<sub>4</sub> (disodium hydrogen phosphate),</li> <li>NaH<sub>2</sub>PO<sub>4</sub> (sodium phosphate monobasic),</li> <li>NaCl (Sodium Chloride)</li> </ul>	1	1	1	<ol style="list-style-type: none"> <li>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.</li> <li><b>PPE:</b> 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.</li> <li><b>Environmental:</b> do not let product enter drains</li> </ol>	CHY, RS, AC, DS (designated SLT Covid Mass Testing Team Leaders) & Processor	1	Covid testing on site from 14.1.2021.

					<ol style="list-style-type: none"> <li>4. <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of</li> <li>5. cleaning material in line with the lab's waste disposal procedures</li> <li>6. Do not use if the solution has expired</li> <li>7. 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.</li> <li>8. Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> <li>9. First Aid kit to be available in the testing area.</li> </ol>			
4	Use of shared equipment leading to risk of transmission of the virus leading to ill health or potential death	2	2	4	<ol style="list-style-type: none"> <li>1. <b>Cleaning:</b> Regular cleaning of the mass testing area and equipment including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>2. Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects.</li> <li>3. Staff wear PPE appropriate to their role within the mass testing process.</li> <li>4. <b>Waste:</b> Appropriate single use items and waste disposed safely of in accordance with government guidance.</li> </ol>	CHY, RS, AC, DS (designated SLT Covid Mass Testing Team Leaders) & staff involved in the mass testing process	2	<p>Ongoing Covid prevention measures in place.</p> <p>Covid testing on site from 14.1.2021.</p>
5	Risk of non compliance regarding consent and data retention	1	1	1	<ol style="list-style-type: none"> <li>1. All staff and students required to complete a consent form with the option of consent or non consent prior to commencement of testing.</li> </ol>	CHY, RS, AC, DS (designated SLT Covid	1	Ongoing data protection

					<ol style="list-style-type: none"> <li>2. Individual consent records to be checked at test registration point as part of registration process.</li> <li>3. Records held securely with restricted access.</li> <li>4. DfE data retention guidance adhered to in respect of rapid testing data.</li> </ol>	Mass Testing Team Leaders)		<p>procedures in place.</p> <p>Covid testing on site from 14.1.2021.</p>
6	<b>Risk of unauthorised access by members of the public</b>	1	1	1	<ol style="list-style-type: none"> <li>1. Fobbed entry system prevents unauthorised persons entering the building.</li> <li>2. During mass testing sessions a member of staff will be present at the front door to support those arriving for tests and scrutinise who enters.</li> </ol>	CHY, RS, AC, DS (designated SLT Covid Mass Testing Team Leaders) & site staff	1	<p>Ongoing security measures in place.</p> <p>Covid testing on site from 14.1.2021.</p>