



MANAGEMENT OF BBG ACADEMY PREMISES DURING COVID-19 RAPID FLOW TESTING

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Signed off by Responsible Person: Trust Board

Date: 11 January 2021 amended 29 January 2021 due to Government Serial Testing paused, amended 23 February 2021 due to re-opening March.

Review Date: Live document (as per updates from Government)

BBG Academy

Rapid Flow Testing Risk Assessment

Potential Hazard	Details of Risk	Who/What may be harmed?	Control Measures	Risk Rating
Planning Time and Resources	The academy is not able to plan and make the logistical arrangements required to facilitate the testing in the time provided.	Inability to roll out tests leading to potential harm through transmission to staff, students and the community.	<ul style="list-style-type: none"> The academy has been able to utilise time within the first week of re-opening (week commencing 8th March), if required, to put the specified arrangements in place. A Senior Leader has been identified to lead and oversee the academy-based testing program. The academy has put in place a quality management system, in line with DfE/NHS requirements, and has a designated Quality Lead who has accountability for quality and risk management of the testing program. The Quality Lead has a clear escalation and decision mechanism process. 	Likelihood 1 (Unlikely) Consequence 3/4 (Moderate) = 4 (Low-Medium Risk)

			<ul style="list-style-type: none"> • The academy has a quality management plan in place prior to the start of the testing that meets the requirements of DfE guidance and includes the following elements: <ul style="list-style-type: none"> ○ Training ○ Observation of the testing process ○ Monitoring ○ Risk Assessment ○ Recording and Reporting • The academy has been running testing for children of Key workers and vulnerable children. Testing the entire cohort is to start from 8th March and guidance, including template communication material and consent forms, have been provided by the Trust and DfE. • Mass testing will commence once the correct logistical arrangements have been put in place to ensure a safe and effective testing facility. • Testing Staff have been provided with the DfE/NHS training modules and will be followed as required by applicable personnel – detailed further later. • Guidance documentation has been provided by the Trust and the DfE / NHS and will be followed in the establishment of the testing program. • Academies have been provided with full details of the KIT that will be supplied within the NHS Test & Trace deliveries and the Kit that is required to be sourced locally. All required Kit has been secured. • Additional testing packs, to those delivered in January along with PPE and PCR tests are due to be dispatched – a member of staff is identified to be on site to receive the delivery. 	
Testing location	The academy does not have a suitable location within their estate to manage testing	Inability to roll out tests leading to potential harm through transmission to staff, students and the community.	<ul style="list-style-type: none"> • The academy has identified a secure location for the safe storage of new testing kits (with a temperature of between 20C and 30oC) and for the separate storage of clinical waste prior to collection. • The academy has identified a testing location that meets the minimum space requirements. The room can accommodate testing bays and maintain social distancing requirements for all movements within the room, including the integration of a one-way system of movement for those attending testing (incorporating 	Likelihood 1 (Unlikely) Consequence 3/4 (Moderate) = 4 (Low-Medium Risk)

			<p>separate entrance and exits). Layout Options, as detailed within the NHS guidance document, will be used.</p> <ul style="list-style-type: none"> • The location identified for testing has been calculated to have sufficient capacity to facilitate the scheduled program (based upon NHS guidance of 11 tests per testing desk per hour). This is more time than is required based on evidence from testing children of critical workers. • The academy will facilitate a significant element of Mass Testing prior to all year groups returning to onsite learning so enabling a suitable location to be identified that is not required for timetabled learning. During national lockdown the academy has facilitated testing for key worker/vulnerable students and staff. • The academy will facilitate weekly routine testing for staff during non-timetabled core hours prior to the start of timetabled lessons, so enabling a suitable location to be identified that is not required for timetabled learning. 	
Testing location	The testing location may increase virus transmission	Transmission to staff, students and the community.	<ul style="list-style-type: none"> • The identified location will be able to meet cleaning requirements, i.e. non-porous floor and fully wipeable contact surfaces. • The identified location has all required cleaning materials accessible, which have been secured to ensure sufficient supply. • General cleaning of the location at the end of the day will be undertaken in accordance with the Cleaning Risk Assessment • Any additional Supplies costs will be reclaimed from the additional DFE funding for testing. • Cleaning of all surfaces, in line with COVID-19 protocols, will be undertaken between each test. • The DfE/NHS online training modules that are required to be undertaken and have successful assessments by all testing staff, include the following applicable modules which are applicable to reduce virus transmission: <ul style="list-style-type: none"> ○ Infection prevention and control measures ○ Cleaning protocols ○ Appropriate use of PPE ○ Test kit storage ○ How to deal with any contamination or other incidents ○ Waste management 	Likelihood 1 (Unlikely) Consequence 3/4 (Moderate) = 4 (Low-Medium Risk)

			<ul style="list-style-type: none"> • All staff supporting the testing will be required to maintain social distance whilst students and staff self-administer the tests • Full PPE will be worn by all staff who are supporting testing. The wearing and changing of PPE will be undertaken in line with NHS guidance and training provided. • All waste generated within the testing location will be disposed of in line with NHS guidance, including the use of yellow and Tiger bags (provided within the testing kit) for the identification of healthcare waste. • The academy waste collector has been contacted and confirmed their ability to collect the healthcare waste from the academy/site. • Spillages – any spillages are cleaned up immediately and thoroughly by staff in appropriate PPE. Testing in the affected area is paused until it is safe to continue. • Only Asymptomatic students and staff can be tested. Symptomatic students and staff will be referred to offsite testing options. • All staff and student attending tests will be required to maintain social distance and wear face masks in line with existing requirements for communal areas. • 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 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 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. • All staff and students will be required to use hand sanitiser on arrival at the testing location. • All staff and students attending tests will use the identified one-way system as well as the distinct entrance and exit of the testing location. 	
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<p>Staff resources</p>	<p>The academy is not able to identify suitably trained and sufficient staff to undertake the testing roles required.</p>	<p>Transmission to staff, students and the community.</p>	<ul style="list-style-type: none"> A Senior Leader has been identified to lead and oversee the academy-based testing program to enable them to direct staff accordingly. The academy will facilitate a significant element of mass testing prior to all year groups returning to onsite learning, so enabling pastoral and support staff not required to support either onsite or remote learning to support the testing program. The required testing roles identified by the NHS to support the testing program will be allocated to staff. Staffing will be adequate to undertake the program safely. The small team required for the testing has been identified without the need to divert teaching staff from learning. This has included training parent volunteers who will be chaperoned at all times on site. The testing team is made up of volunteers recruited from non-teaching staff or from the academy community as a supporting 3rd party workforce. Testing roles will be allocated in line with DfE/NHS guidance to ensure identified responsibilities are with academy staff only. Where existing staff agree to undertake a testing role checks are made to ensure this is in line with agreed terms and conditions of employment. Screening/risk profiling of staff and volunteers on the testing team is undertaken to ensure suitability for the role (e.g., age, underlying health conditions, vulnerable family members). Staffing levels are sufficient to allow breaks for staff to reduce risk of errors due to fatigue. All testing staff will either be DBS checked, through their academy roles or work under direct supervision. Students will be supervised at all times by DBS cleared staff. Additional remote logistical support is provided, as appropriate, by the Trust, Local Authority, NHS, DFE and Army. 	

			<ul style="list-style-type: none"> • The academy will contact the RSC regional delivery directorate, in consultation with the Trust, if additional support is required from the allocated 1,500 military personnel identified for in-person support. • Additional resources of £15 per student have been identified by the DfE and will be accessed as required in line with the published DfE criteria. • The rapid testing type used requires low technical skills but is supported with training modules and guidance documentation from the DfE/NHS. • Prior to starting mass testing, all staff with roles will be specifically trained for the role they will execute using DfE/NHS resources via the online training and assessment platform, that has been provided in line with stated requirements. • Only staff who have passed the assessments will be permitted to commence testing. A record of testing staff and their passing of the required modules will be kept by the academy. • After the completion of training testing staff are allowed time to practice onsite using the testing devices provided. • The DfE Competency Assessment has been completed for all staff roles to ensure their effective operation of the criteria within their role. Any areas of concern have been addressed with a review date set. The Assessments are filed and securely stored. 	
<p>Legal Considerations</p>	<p>The academy has no legal right to undertake onsite testing and may be liable to legal challenge.</p>	<p>The Trust</p>	<ul style="list-style-type: none"> • All student, parent and staff communication has clearly communicated the legal position of the testing programme. • The sharing of health data under the testing program is being facilitated within Safeguarding powers under Section 175 of the Education Act 2002. This is referred to within the Trust Privacy Notice and DfE Testing Program Privacy Notice that has been made available to students, parents, and Staff. A copy of this is available for viewing at the testing location reception. • The testing program is recommended and supported, but not mandated. • Students and staff will not be required to participate in the Mass Testing program. • Staff will not be required to participate in the Weekly Routine Testing program. 	

			<ul style="list-style-type: none"> • Testing will not be undertaken on students or staff without their consent. • All students aged 16 years and under who are tested will also be required to have parental or legal guardian consent. • Tests will be self-administered, under adult supervision, to a participant's own throat and nose. • Specific arrangements have been put in place for children with SEND to mitigate risk of harm through parental or legal guardian consent for adult assistance. • Positive test results will be communicated individually in a location that provides privacy to students and staff. • Positive test results will also be communicated to the parents or legal guardians of those aged 16 or under. • Guidance on safe travel and additional precautions (regarding self-isolation, further testing, and family access to benefits) will be provided to those testing positive. • During the testing process anonymity will be provided through digital registration and the use of barcodes against samples. Positive tests will be matched against the digital record and known only to the COVID-19 Coordinator, Registration Assistant and Results Recorder. These roles are all required to be academy staff and not 3rd party workforce. • The use of barcodes and the following of guidance regarding their correct use will prevent the miscoding of samples and results. • All electronic and paper record Personal Data associated with testing will be destroyed after 14 days, in line with Trust Data Protection policy requirements. 	
<p>Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate),</p>	<p>These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated</p>	<p>All staff, students, visitors, Community.</p>	<p>PPE:</p> <p>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.</p> <p>Environmental:</p>	

<p>NaH₂PO₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>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>		<p>Do not let product enter drains</p> <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 lab's waste disposal procedures • Do not use if the solution has expired • Training to be provided in handling potentially bio hazardous 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. 	
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OTHER CONSIDERATIONS:

Sources:

Government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

Kirklees emergency planning guidance:

<http://kirkleesbusinesssolutions.uk/Page/13195>



RISK ASSESSMENT GUIDANCE

RISK ASSESSMENT

A Risk Assessment is a means of making sure that risks are managed with suitable and cost effective control measures. Assessing risks allows you to prioritise the action you take to control them.

HAZARD

A Hazard is anything that has the potential to cause harm.

HAZARDOUS EVENT

A hazardous event takes place when someone or something interacts with the hazard and harm results.

LIKELIHOOD

Likelihood is a measure of the chance that a hazardous event will occur.

CONSEQUENCE

Consequence is the possible outcome of the hazardous event. E.g. Damage or harm

RISK

The risk is a combination of the likelihood of a hazardous event occurring and the possible consequence of the event

RISK = Likelihood x Consequence

RISK MATRIX

By measuring the likelihood and consequence of a hazardous event, each hazard can be given a risk rating. See table below:

Likelihood

1. **Very Unlikely** chance of hazardous event happening
2. **Unlikely** chance of hazardous event happening
3. **Fairly Likely** chance of hazardous event happening
4. **Likely** chance of hazardous event happening
5. **Very Likely** chance of hazardous event happening

Consequence

1. **Insignificant** – No Injury
2. **Minor** – Minor injuries possibly needing first aid
3. **Moderate** – Moderate injuries possibly needing further medical attention
4. **Major** – Major injuries resulting in hospital care
5. **Catastrophic** – Threat to life

Risk Matrix Guidance

1 – 4 Accept

No further action, but ensure that controls are maintained

5 – 9 Improve

Look to improve at next review

10 – 16 Mitigate

Look to improve within specified timescale

17-25 Remove

Stop activity and make immediate improvement

