



Merchant Taylors'
School

MERCHANT TAYLORS' SCHOOL

Operational Risk Assessment –

School Re-opening March 2021

Title: School Reopening - Pandemic
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Related Documents:

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

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54 - Primary School document sharing link

https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRqfrj_b5_P - Secondary School document sharing link

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25?utm_source=9%20February%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

What is the hazard?	Who might be harmed?	How might people be harmed?	Control measures	Existing risk rating			Additional controls / additional requirements	Target risk rating			Action/ monitored by whom?
				L	P	O		L	P	O	
CAPACITY + USE											
Social distancing requirements cannot be met.	Staff, pupils, visitors, contractors.	Ill health due to exposure to Covid 19. Mental health concerns.	<p>Maximum numbers of adults who can occupy a room is detailed on signage on each none teaching room door.</p> <p>Classrooms socially distanced to allow pupil and teaching staff distancing whilst in lessons.</p> <p>Timetables and arrangements put into place to ensure social distancing bubbles / groups are maintained at all times.</p> <p>Signage displayed in all classrooms promoting social distancing.</p> <p>Pupils / classes / groups – stay together and do not mix with other year groups.</p>	2	4	8	<p>Detailed drawings prepared providing maximum occupancy levels for each none teaching room detailing maximum occupancy levels.</p> <p>Each none teaching room will have signage detailing maximum occupancy levels for each room at any given time.</p> <p>All pupil desks will be forward facing.</p> <p>2m markings will be installed distancing teaching staff and pupils.</p> <p>Staff awareness training to be provided to ensure social distancing measures are maintained and followed.</p> <p>Detailed departmental Risk Assessments to be completed by all Departments.</p>	2	3	6	<p>SLT members / departmental managers.</p> <p>Teaching staff.</p>
Use of large meeting spaces / outdoor areas.	Staff, pupils.	Ill health due to exposure to Covid 19. Mental health concerns.	<p>Limits are set for large enclosed or open space use either for use for teaching or recreational use.</p> <p>Larger gatherings are prohibited e.g. assemblies.</p> <p>Layout and use arrangements will be followed to enable social distancing.</p>	2	4	8	<p>Each none teaching room will have signage detailing maximum occupancy levels for each room at any given time.</p> <p>Staff awareness training to be provided to ensure</p>	2	3	6	<p>SLT members / departmental managers.</p> <p>Teaching staff.</p>

						occupancy levels are not exceeded.					
Movement around school risks breaching social distancing guidelines.	Staff, pupils, visitors, contractors.	Ill health due to exposure to Covid 19. Mental health concerns.	<p>One way corridor / pedestrian walkway systems.</p> <p>Staggered arrival and departure times for varying year groups.</p> <p>Restricted vehicle access. Staff only parking areas.</p> <p>Distance marking will be applied to dedicated walkways / corridors.</p> <p>Parents / carers will not be permitted to congregate at school gates and signage will be in place to remind everyone of the 2-metre distance rule.</p> <p>Circulation plans have been prepared and sign posted for pupils and staff to follow.</p> <p>Where visitors, parents / carers are required to attend the school, meetings are by appointment only and limited to one person, unless additional support is required such as an interpreter.</p> <p>Pinch points identified where individuals may meet in 2 way flow areas.</p> <p>Staff and pupil induction sessions on social distancing etiquette and procedures.</p> <p>Suitable and sufficient staff cover / supervision of pupils.</p>	2	4	8	<p>2m markers will be placed on main corridor walkways.</p> <p>One way systems in operation.</p> <p>Staff, pupils Yr 7 and above, visitors, contractors will wear face masks whilst commuting through common areas of the school e.g. corridors. (Not required in Primary School settings although Primary School staff passing through senior school areas will be required to wear face masks).</p> <p>Exemptions: Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> - cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability - speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <p>Staff and pupils are discouraged from gathering in large groups.</p> <p>Dedicated bubbles are to use dedicated toilet blocks.</p>	2	3	6	<p>Estates staff</p> <p>SLT members / departmental managers.</p> <p>Teaching staff.</p> <p>Pupils</p>

									Staff and pupils to wear face coverings in common areas of the school.				
									No locker facilities will be utilised by pupils across the sites.				
									Virtual meetings to be encouraged and face to face meetings discouraged at all times.				
									Lunch periods to be supervised and staggered at all times. Catering staff will follow their own company policies and procedures whilst catering for staff and pupils.				
Staff rooms / offices fail to allow for social distancing guidelines.	Staff, pupils, parents, visitors, contractors.	Ill health due to exposure to Covid 19.. Mental health concerns.	Staff rooms and offices have been reviewed for maximum occupancy levels. Staff to be briefed on use of rooms / occupancy levels.	2	4	8			Each office or meeting room will clearly display maximum occupancy levels.	2	3	6	Estates staff SLT members / departmental managers.
Social distancing at arrival and departure points	Staff, pupils, parents, visitors, contractors.	Ill health due to exposure to Covid 19. Mental health concerns. Pupils/ parents not focused on pedestrian vehicular movements.	No access to school site for parental vehicles. Drop off and collection points manned by staff each morning and evening. Distancing measures will be monitored outside main entrances.	4	3	12			Additional entry points to buildings to ease congestion / distancing measures at busy periods / arrival of school buses. Parents / visitors by appointment only. All visitors must wear masks whilst on site.	4	3	12	Estates and teaching staff.
MAINTENANCE / CLEANING / HYGIENE													
Routine maintenance of premises	Staff, pupils, parents, visitors, contractors, suppliers.	Ill health or fatality due to exposure to legionella bacteria, asbestos or unsafe services. Injury, ill health or fatality due to lack of fire protection and prevention controls, leading to fire spread or poor evacuation measures.	Hot waters systems are flushed in accordance with the Legionella Management Plan. The system is checked for leaks and the provision of hot water. Cold waters systems maintained to ensure quality drinking water is available. All statutory compliance checks are undertaken and records are maintained including the testing of fire door mechanisms, fire, smoke, panic and accessible toilet alarms. Asbestos disturbance or deterioration, gas supply, kitchen equipment (full	3	4	12			Fire drills will be undertaken in the first week back to school, maintaining social distancing. Ongoing maintenance regimes have continued throughout lockdown period.	2	4	8	Estates staff

		Pest infestation such as rodents and nesting birds leading to contamination of harmful bacteria.	clean cycles), ventilation (mechanical and natural), fixed and portable wiring, lifts (if scheduled tests are due during the past 6 months) and pest controls are checked and maintained. Key holder information is updated.				Contractor H+S documentation updated to cover and include Covid 19 practices required during works programmes.				
Routine maintenance of premises	Staff, agency staff, contractors, suppliers, pupils	Ill health due to exposure to Covid 19. Mental health concerns.	Contractors are instructed of the procedures in place before they commence any work. Contractors will observe social distancing as much as reasonably possible, wear appropriate PPE and handwash or sanitise before, during and on completion of work, before and after eating or drinking or moving through the school.	3	4	12		2	4	8	
Lack of general cleaning	Staff, pupils, parents, visitors, contractors, suppliers,	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	A thorough clean of the school is undertaken prior to return of staff and pupils. All frequently touched surfaces including door handles and door plates, taps, equipment (from play equipment to kitchen kettles) are cleaned with detergent, then anti-bacterial spray. Play and other equipment is appropriately cleaned between different groups of children using it. All unnecessary items are removed from classrooms including soft furnishings which may be hard to clean. Waste procedures are in place for handling, double bagging and suitable storage in the event of waste being identified as potentially contaminated with coronavirus.	3	4	12	Frequently touched areas will be cleaned 4 times per day. (9am, 11am, 1.30pm, 4pm). Cleaning staff will follow an enhanced cleaning plan. Staff training to remind pupils to regularly wash their hands. Cleaning / caretaking staff will follow an enhanced plan for deep cleaning requirements. Each classroom will have sanitising gel, wipes and tissues available for use. Main entry points have sanitising dispensers installed.	3	3	9	Estates staff. Teaching staff. Welfare Staff. Contracted staff.
Poor personal hygiene	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.	Hand sanitiser is located at various areas, including entrances to the building. Liquid soap, hot water, disposable hand towels, disposable tissues and lidded bins are available in kitchen and toilet areas. Signage is displayed throughout the school reminding everyone of the respiratory (coughs and sneezes) and hand hygiene procedures and social distancing measures in place. Signs are displayed at school gates, parents' area, reception area, staff room, classrooms, toilets and in office spaces.	3	4	12	Anti bacterial soaps are available in all toilet blocks and anti bacterial sanitiser in classrooms and at main entry points. Antibacterial wipes are available in classrooms. Strong stock of supplies and will be topped up during the course of the cleaning programmes.	3	3	9	Estates staff. I.T. Staff. Teaching staff. Welfare Staff

			<p>Staff, pupils, parents, contractors and visitors are informed and reminded in a variety of mediums of the new procedures to be adopted to prevent the spread of infection.</p> <p>Handwashing is frequently encouraged, including on arrival at school, with soap and running water for 20 seconds or alcohol rub if no handwashing facilities are available.</p> <p>Reception classes:</p> <p>Staff will assist pupils who may need assistance to wash their hands.</p> <p>Pupils are encouraged to cover their mouth and nose with a tissue when coughing or sneezing and then discard the tissue in a lidded wastepaper bin.</p> <p>Disposable tissues are provided for pupils. Catch it, bin it, kill it!</p>				Digital display boards to display COVID 19 procedures to staff and pupils.				
FIRST AID AND HEALTH AND SAFETY REQUIREMENTS											
Staff/Pupils showing signs of COVID-19	Staff, agency staff, pupils, parents / carers, contractors	Poor ill health / psychological wellbeing of all concerned.	<p>Staff/pupils are instructed not to attend school if they are displaying symptoms.</p> <p>Parents/carers should monitor their child's health and refrain from sending them to school if they or any member of the household is displaying symptoms.</p> <p>Follow the advice of the NHS / PHE / .Gov and self-isolate for 10 -14 days.</p> <p>Test and Trace procedures to be followed by those who display Covid 19 symptoms.</p>	3	4	12	<p>Option to temperature test pupils and staff upon arrival at school.</p> <p>Notices displayed advising anyone feeling unwell or having a temperature over 37.4c will be refused admission to school premises.</p> <p>Records maintained of individuals who become unwell, (date, time, temperature).</p>	3	3	9	<p>SLT members / departmental managers.</p> <p>Teaching staff</p> <p>Estates staff</p> <p>Welfare staff</p>
Staff/Pupils becoming unwell whilst on school premises	Staff, agency staff, pupils, parents / carers	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Increased risk of closer contact to provide support. Poor psychological wellbeing of all concerned.	<p>If a pupil becomes unwell whilst at school, they should be kept in a separate well-ventilated room whilst they await collection. (Snr Boys site – Nurses office in Milton Hse, Snr Girls – Meeting room, library corridor, Primary School – Deputy Heads office).</p> <p>The member of staff should keep a 2-metre distance and if this is not possible staff and if possible, the pupil must wear face protection.</p> <p>If a member of staff displays signs of COVID-19 they will follow current track and trace procedures.</p>	3	4	12	<p>Follow updated guidance as released in terms of test and trace requirements.</p> <p>Staff reminded of procedures during briefing sessions.</p> <p>Parents reminded in regular update bulletins.</p> <p>PPE packs will be present in the isolation rooms for staff to use whilst looking after anyone who is unwell.</p>	3	3	9	<p>SLT members / departmental managers.</p> <p>Teaching staff</p> <p>Welfare staff</p> <p>School Nurse</p>

							All staff will be encouraged to register with the NHS test and trace App. Pupils / parents will be asked to engage with the NHS test and trace system.				
Dealing with any medical emergencies	First aiders, paediatric first aiders, staff, contractors, pupils, parents, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to changes.	Anyone administering first aid will use appropriate PPE. This may require the need for the first aider and the casualty to both wear face masks. If CPR is required, emergency services should be called using a mobile phone (if possible), where screens and controls can be wiped clean with suitable wipes. The call should be handsfree with direct instruction available to the first aider. The UK Resuscitation Council and Voluntary aid organisations advise against mouth to mouth and advise chest compressions only are administered. The first aider should assess the situation and work with the emergency services. Mouth to mouth should not be considered without a resuscitation life aid or mask. Every care should be taken not to come into contact with body fluids.	3	4	12	Sufficient supplies of PPE attained and stocked for use. First Aid staff to be reminded about Covid 19 procedures for CPR.	3	3	9	Estates staff First Aid staff SLT members / departmental managers. School Nurse.
Staff/Pupils confirmed as having COVID-19	Staff, pupils, parents, contractors, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Increased risk of closer contact to provide support. Poor psychological wellbeing of all concerned.	Staff/Parents/Carers should notify the school immediately. Staff and pupils should refrain from attending school and should self-isolate for 10-14 days. Advice from the GP and Public Health England should be followed. The infected person must have followed NHS Test and Trace procedures before being allowed back to school. School will liaise with the local Public Health England Protection Team and Local Education Authority.	3	4	12	Follow updated guidance as released in terms of testing and track and trace requirements. Staff reminded of procedures during briefing sessions. Parents reminded in regular update bulletins	3	3	9	SLT members / departmental managers. Teaching staff. HR staff.
Insufficient availability of First Aid staff	Staff, pupils, parents, contractors, visitors	Insufficient or no qualified first aid trained staff on duty during school operational hours.	First Aid staff to remind SLT / departmental managers if off sick / on holiday of role and cover to be provided during absence.	3	4	12	Updated First Aid staff lists produced and displayed in key areas. All staff who's first aid certificates have expired to be retrained ASAP.	3	3	9	SLT members / departmental managers. First Aid staff. School Nurse

							Sufficient cover is maintained.				
Insufficient access to medical or isolation rooms	Staff, pupils, parents, contractors, visitors	Insufficient quantity of rooms to accommodate unwell individuals.	Additional temporary isolation and medical rooms to be allocated in immediate areas of re-occupation.	2	3	6	Quantity and location to be reviewed as increased numbers return to school or any incident leads to insufficient rooms being available.	2	3	6	SLT members / departmental managers. Estates staff. First Aid staff. Welfare staff School Nurse
Sufficient PPE stock.	Staff, pupils, parents, contractors, visitors	Insufficient stock leads to exposure to potentially infected individuals	Sufficient stock of face masks, gloves and disposable aprons sourced. First Aid staff to be reminded on safe use and disposal methods.	2	3	6	Continually monitor stock levels to maintain sufficient quantities.	2	3	6	SLT members / departmental managers. Estates staff. First Aid staff. Welfare staff. School Nurse.
Suitable fire procedures for temporary arrangements	Staff, pupils, parents, contractors, visitors	Unfamiliarity of procedures. Social distancing requirements.	Ensure that a fire evacuation drill is conducted within the first few days of return. SLT / departmental managers are aware of site procedures and visiting / new members of staff are appropriately inducted in site safety requirements.	3	4	12	Bubble groups to be maintained once at evacuation points.	3	3	9	SLT members / departmental managers. Estates staff.
Failure to trace movement / activities.	Staff, pupils, parents, contractors, visitors.	Ill health due to exposure to Covid 19. Mental health concerns	All attendees must confirm that they do not have symptoms of Covid-19 on arrival at school. A non-onerous record must be kept of where staff / visitors have been based each day, in case this information is required for Test and Trace purposes.	3	4	12	Temperature checks to be taken if deemed necessary and access to site declined.	3	3	9	SLT members / departmental managers. Estates staff. First Aid staff. Reception staff. School Nurse.
ACADEMIC											
Staff availability and possible staff shortage	Staff, agency staff, pupils	Poor physical or mental ill health due to lack of staffing. Anxiety due to fear of exposure or new procedures and behaviours.	Consideration is given to staff and how their roles are undertaken. Especially staff who have underlying medical conditions as defined by government guidance. Clinically extremely vulnerable adults will have updated medical RA's completed. A trained first aider, paediatric first aider, designated safeguarding lead and SEN will be on site at all times.	3	4	12	Staff – pupil ratios will be frequently reviewed, taking into consideration government guidance.	3	3	9	SLT members / departmental managers. Teaching staff.

Class size compromising social distancing measures	Staff / Pupils	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.	Pre-school and early years settings are maintaining the same staff/child ratio as before. Lesson plans, play activities and assemblies are reviewed with social distancing in mind. Consideration is given to the ability of pupils to socially distance and arrangements are in place for the supervision of this. It is recognised that early years and primary children cannot keep 2 metres apart and they will be kept in "social bubbles". Pupils will be kept in the same groups where possible. Outdoor space will be used where appropriate and bubble groups maintained.	3	4	12	Dedicated areas section off for break times to maintain bubble groups.	3	4	12	SLT members / departmental managers. Teaching staff.
Occupancy levels compromising social distancing measures	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.	Everyone is required to remain 2 metres apart when outside the building, moving through the building, and when sitting at desks. Staff and pupils are discouraged from gathering in large groups. One-way circulation is in place where appropriate such as corridors, i.e. walking in single file in the same direction. Staff and pupils will queue 2 metres apart. Visits to the toilet area are monitored to ensure the number of pupils visiting is limited at any one time. Toilets used by staff, contractors and visitors are limited to one person at any time. Allocated and marked queuing or waiting space may be required, maintaining social distancing of 2 metres where possible.	3	4	12	Floor marking both internally and externally will be applied to surfaces. Maximum room occupancy levels will be displayed at all entry points to rooms. One way signage / wayfinding signage will be displayed.	3	3	9	SLT members / departmental managers. Teaching staff.
Pupils who pose a threat of disruptive behaviour	Staff, agency staff, pupils, parents / carers	Increased risk of closer contact to support a pupil. Poor psychological wellbeing of all concerned.	A review of the pupil's current individual risk assessments should be undertaken to include the risk of COVID-19 situation. New individual risk assessments undertaken for pupils not previously assessed but are now considered to pose a risk in the current situation. The Behaviour Policy should be reviewed to ensure it covers COVID-19 and the sanctions which will be in place for any person who wilfully disrespects the control measures.	3	4	12		3	4	12	SLT members / departmental managers. Teaching staff.
Transport											
Social distancing whilst travelling to and from	Pupils, contractors, staff.	Increased risk of mixing of bubble groups.	Bubble groups will be segregated to colour groups whilst travelling to and from school.	3	4	12	Transport provider will ensure additional cleaning	3	3	9	SLT members / Teaching staff / Contractor.

school on school buses.		Increased risk of ill health due to time spent in close contact to other pupils.	Pupils must sanitise hands getting on and off the school bus and wear a face mask whilst on the school bus. Windows to be kept open to circulate fresh air whilst pupils are on the bus.				of vehicles is undertaken between journeys. Queuing and disembarking processes to be maintained at the start and end of each day.				
Social distancing if travelling on school vehicles (minibuses)	Pupils, staff.	Increased risk of mixing of bubble groups. Increased risk of ill health due to time spent in close contact to other pupils.	Bubble groups will be segregated to colour groups whilst travelling to and from school. Pupils must sanitise hands getting on and off the school minibus and wear a face mask whilst in transit. Windows to be kept open to circulate fresh air whilst pupils are on the bus.	3	4	12	School minibuses to be sanitised after each journey / use if used by differing bubble groups. Queuing and disembarking processes to be maintained at the start and end of each day.	3	3	9	SLT members / Teaching staff.
On site Covid testing											
Contact between subjects increasing the risk of transmission of COVID19	Staff, Pupils, Contractors	Transmission of the virus leading to ill health or potential death	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 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 by reception. 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	1	4	4	All staff undertaking testing have completed on line dedicated e-modules before undertaking tests.				SLT members, Staff undertaking tests, School Nurse.

			<p>necessary from reception, queue management & sampling staff.</p> <p>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.</p> <p>Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and test kits.</p>						
Contact between subjects and staff increasing the risk of transmission of COVID19: Welcome & registration	Staff, Pupils, Contractors	Transmission of the virus leading to ill health or potential death		1	4	4			SLT members, Staff undertaking tests, School Nurse.
Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Staff	Transmission of the virus leading to ill health or potential death		1	4	4			SLT members, Staff undertaking tests, School Nurse.
Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport	Staff	Transmission of the virus leading to ill health or potential death		1	4	4			SLT members, Staff undertaking tests, School Nurse.
Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Staff	Transmission of the virus leading to ill health or potential death		1	4	4			SLT members, Staff undertaking tests, School Nurse.
Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and	Staff	Transmission of the virus leading to ill health or potential death		1	4	4			SLT members, Staff undertaking tests, School Nurse.

waste disposal									
Incorrect result communication	Staff, Pupils, Contractors	Wrong samples or miscoding of results	<p>2 identical barcodes are provided to subject at check in. The subject registers their details to a unique ID barcode before conducting the test.</p> <p>Barcodes are attached by trained staff at the sample collection bay.</p> <p>Barcodes are checked for similarity at the analysis station 1 and applied to Lateral Flow Device at this station.</p>	1	4	4			Staff undertaking tests, School Nurse.
Damaged barcode, lost LFD, failed scan of barcode	Staff, Pupils, Contractors	Orphaned record on registration portal & No result communicated to individual	<p>Recall of subjects who have not received a result within 1 hr of registration.</p> <p>Subjects are called for a retest.</p>	1	4	4			Staff undertaking tests, School Nurse.
Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	Staff	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>PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution.</p> <p>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.</p> <p>Impervious clothing to be worn to protect the body from splashes or spillages. Environmental: do not let product enter drains</p> <p>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.</p>	1	3	3			Staff undertaking tests, School Nurse.
Incorrect result communication	Staff, Pupils, Contractors.	Wrong samples or miscoding of results	<p>2 identical barcodes are provided to subject at check in</p> <p>☑ 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</p> <p>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</p>	1	4	4			Staff undertaking tests, School Nurse.
Failure to obtain consent from	Staff, pupils, contractors	Misuse of obtained data for inappropriate use.	Participants are advised of how the test data will be used.	1	5	5			HR staff

those being tested		failure to follow agreed Standard Operating Procedures and breach of safeguarding protocols	<p>Written consent is obtained and recorded from each participant before the test is performed.</p> <p>For those people unable to give informed consent due to age (<16) or mental capacity, written consent is obtained from parent /carer/guardian</p> <p>The school stores a copy of consent forms as required by their information governance policy</p>							
Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs	Staff, Pupils, Contractors	Testing staff or participants may be harmed by transmission of the virus leading to ill health or potential death	<p>Only sealed swabs are given out</p> <p>Any damaged swab/test packaging is not used, is treated as clinical waste and this non-use recorded</p> <p>Pupil to sanitise hands, use a tissue, and sanitise hands again before opening swab packet</p> <p>Verbal explanations are provided of how to use the swab in throat and nose</p> <p>Laminated posters explaining swabbing process are displayed</p> <p>Test subject advised to avoid touching swab on any surface within mouth other than tonsils</p> <p>Freestanding mirror's provided in testing area</p> <p>Disposable vomit bowls are provided for those with gag reflex and spillage guidelines followed</p> <p>Alternative double mid-turbinate swabbing can be used</p> <p>Test area/booths are thoroughly cleaned and disinfected before next use e.g: table, chair, mirror and laminated posters are wiped between each test with disposable cloths and disinfectant effective against enveloped viruses.</p>	1	4	4				

Likelihood	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely
Probability					
5. Catastrophic	5	10	15	20	25
4. Major	4	8	12	16	20
3. Moderate	3	6	9	12	15
2. Minor	2	4	6	8	10
1. Insignificant	1	2	3	4	5

20-25	Stop – stop activity and take immediate action
15-19	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
11-14	Action – improve within specified timescale
6-10	Monitor – look to improve at next review or if there is a significant change
1-5	No action – no further action but ensure controls are maintained and reviewed