

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.

Location	Framingham Earl High School Main School Hall	Assessment date	Becky Arnold
		Assessor	Monday 4 th January
Activity	Asymptomatic testing of staff and students for Covid-19	Routine review	Weekly or earlier in the event of a significant incident or material change

No	Hazards	Associated risks	Current Controls/Mitigation Measures	Risk Evaluation (Post Measures)			Additional control needed?
				Probability	Severity	Risk	Action No
Hazard identification and evaluation							
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: • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief removal 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 in addition to verbal reminders if necessary from staff wearing face coverings. Where possible queuing is outside. • 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 staff wearing face coverings. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with government guidance provided. 	1	4	4	1,2,3

			<ul style="list-style-type: none"> Limited clutter-chairs only on request; no physical handing of documents to subjects except QR code postcard, barcodes and swab kit. NO MIXED YEAR GROUP TESTING (Key worker and vulnerable students excepted) On completing their swab test subjects shall reattach their face covering sanitise. Due to the possibility of false negative tests all subjects should avoid any close personal contact with classmates/colleagues/students where reasonably possible and advise their teacher/manager immediately if they develop symptoms of the virus e.g. high temperature, a new, continuous cough and a loss or change to your sense of smell or taste. 				
2	Contact between subjects and staff increasing the risk of transmission of COVID19: Welcome & registration	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All staff undertaking these activities must have received training and achieved a score of 100% Quality control person to record details of all testing staff competence on form provided. All subjects shall wear their face coverings when reporting for registration and may only remove it to undertake the swab test replacing it when completed. Staff to monitor queues for social distance and face covering use All testing staff will be wearing PPE provided by the Government commensurate with their role as identified in the training modules. The Government experts have assessed that this PPE is suitable and sufficient. 	1	4	4	1,2,3
3	Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All staff undertaking these activities must have received training and achieved a score of 100% Quality control person to record details of all testing staff competence on form provided. All staff to wear the PPE specified as explained in the training and follow cleaning and disposal procedures and to practice social distancing where possible. Test assistants, and Results recorders in the testing zone only require a Mask but can opt to also wear Visor, Apron and gloves at their discretion. <ul style="list-style-type: none"> Dividers used between testing bays to support privacy and maintain distancing. When the subject is self-swabbing and face covering removed staff should keep their distance as much as is reasonably possible while giving instructions. Processing staff to remain at their booth. Hand hygiene by subject prior to handling sterile pre-packed swabs Testing assistant to use a new pair of gloves for each subject sanitising hands before and after removing gloves. PPE should be replaced between test sessions e.g. at the end of the morning session before lunch. 	1	4	4	1,2,3
4	Contact between sample and test centre runner increasing the	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All staff undertaking these activities must have received training and achieved a score of 100% Quality control person 	1	4	4	1,2,3

	transmission of COVID19: Sample transport		<p>to record details of all testing staff competence on form provided.</p> <ul style="list-style-type: none"> • All staff to wear the PPE specified as explained in the training and follow cleaning and disposal procedures and to practice social distancing where possible. <p>Test assistants, and Results recorders in the testing zone only require a Mask but can opt to also wear Visor, Apron and gloves at their discretion.</p> <ul style="list-style-type: none"> • Floor shall be non-porous, level kept free of obstacles and kept dry to prevent slips and trips and spills of clinical samples • Appropriate footwear to be worn in line with SET footwear policy • The sample is transported from swab bay to processing bay in a holder to reduce risk of spills • In the event of a spill from a test sample the area will be evacuated until the cleaning team can make the area safe in accordance with the training procedure for dealing with spills 				
5	Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All staff undertaking these activities must have received training and achieved a score of 100% Quality control person to record details of all testing staff competence on form provided. • All processing staff to wear the PPE specified eg Mask, Visor, Apron and Gloves and follow cleaning and disposal procedures detailed in government training module and to practice social distancing where possible. • When handling the samples racks are provided to hold them securely • Hand hygiene to be practised by Processing staff as detailed in training • Processing staff to use a new pair of gloves for each subject sample sanitising hands before use and after removing gloves. • PPE should be replaced between test sessions e.g. at the end of the morning session before lunch, except for specific roles 	1	4	4	1,2,3
6	Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All staff undertaking these activities must have received training and achieved a score of 100% Quality control person to record details of all testing staff competence on form provided. • Waste to be categorised according to the 'How to' guide and shall be placed in open topped lined bins designated with the correct coloured lining e.g. Black - Packaging/General waste, Yellow/Clear - Swabs, tissues and cartridges, Tiger striped - Used PPE, mop heads, cloths, anti-bacterial wipes • Those handling the bagged waste must be wearing appropriate PPE e.g. mask and gloves provided. The yellow and tiger striped bags will need to be double bagged and tied and kept in a secure location for collection by licensed healthcare waste provider or as otherwise directed.. 	1	4	4	1,2,3
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 3 identical barcodes are provided to subject at check in • The subject registers their details to a unique ID barcode before conducting the test 	1	4	4	1,2

			<ul style="list-style-type: none"> • Barcodes are attached by trained staff at the registration desk and processing bay <p>Barcodes are checked for congruence at processing bay and applied to Lateral Flow Device at this station</p>				
8	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 1 hr of registration • Subjects are called for a retest 	1	1	1	1,2
9	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"> • Solution will be handled by trained staff and will not be given to the 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. • Environmental: do not let product enter drains • Spillages (uncontaminated neat solution): wipe surfaces which the solution has been spilt on and dispose of cleaning material in tiger striped lined bin • 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. <ul style="list-style-type: none"> • The substance is classified as non-hazardous on accompanying MSDS therefore COSHH assessment not required 	1	2	2	1,2,3
10	Occupational illness or injury	Accidental exposure to Coronavirus	<ul style="list-style-type: none"> • All testing staff to follow procedures laid down in government issued manuals and receive the training provided via links in the government training manual. 100% pass rate is the minimum required for participation. • Test environment to meet the specifications laid down in the training manuals and How to guide 	1	4	4	1,2,3
11	Manual handling	Repetitive strain, muscular strains and sprains, lower back injury, handling heavy loads	<ul style="list-style-type: none"> • All staff have undergone manual training • No heavy loads anticipated. Waste sacks will be well within capability of a single person lift • All schools to agree a collection point with the waste provider and use whatever mechanical means are to hand to move multiple quantities of waste sacks if the combined weight or unwieldiness of the load requires it to the collection point outside the building. 	1	3	3	1,2
12	Unauthorised access by members of the public	Possibility of interference with the test process, abuse, possible infection/contamination of the test site	<ul style="list-style-type: none"> • No unauthorised entry signage at entrance to school • Parents to advise all parents and carers that as before they will not be permitted to enter school buildings at anytime unless in an emergency until notified otherwise. • Schools all have security procedures and robust gates and fencing, most have CCTV 	1	2	2	1,2

			• Lockdown procedure in place at all schools				
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Slips and trips, accidental spills of contaminated materials	• Floor surface to be checked prior to undertaking any testing activities. Coverings/protection to be deployed if required	1	2	2	1,2
14	Stairs to / from sample processing / registration area and welfare space	Slips, trips, accidental spills of contaminated materials	• No schools are expected to have their processing areas on a different floor. All test sites will be on the same floor and in the same room although some additional space may be used to hold subjects awaiting results				
15	Electrical safety / plant & equipment maintenance Defective electrical equipment	Electric shock from digital recording equipment	• All school plug in electrical equipment is PAT tested for electrical safety annually. • School Laptop used to record info where subjects do not have a smart phone will be pre charged and not plugged into a wall socket or extension lead when used	1	1	1	1,2
16	Use of shared equipment	Possible transmission of the virus through touching leading to ill health or potential death	• All test site staff to follow laid down procedures and rigorous cleaning regime • mirrors to be affixed to screen walls where possible in preference to handheld mirrors. If handheld mirrors are used these shall be wiped down after each use	1	4	4	1,2,3
17	Positive test result	Transmission of the virus leading to ill health or potential death due to positive test result of a subject	• The subject should immediately be placed in the Covid isolation room to await collection (if a student) or leave site (staff member) if able. In either case the subject should be provided with a confirmatory PCR test kit to use at home with instructions of how to use it and where to send it for evaluation. They must self-isolate for a minimum of 10 days • Anyone monitoring the positive case in the isolation room should keep 2m distance where possible but ideally do so from an adjacent room where they can observe the patient. Full PPE should be worn if close contact is necessary eg Fluid repellent surgical mask, impervious gloves apron and visor as provided by the government.	1	4	4	
18	Testing staff exclusions	Heightened risk of contracting the virus leading to ill health or potential death	• No Clinically extremely vulnerable staff members are to take part in the testing process and should be at home under Tier 4 guidance. • Clinically vulnerable or other persons identified at heightened risk should also refrain from taking part in the testing process and should work from home where possible.	1	4	4	1,2
19	Safeguarding	Use of volunteers and agency staff leading to compromising situation	• All agency staff will be accompanied by a member of staff at all times including to and from comfort breaks and lunch • All agency staff will be briefed on safeguarding do's and don'ts and will be given a safeguarding leaflet. • Priority will be given to those who already hold DBS accreditation • No volunteers will be permitted unless agreed with the Trust CEO	1	4	4	1,2

Control Improvements

Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
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1	Content of the risk assessment to be communicated with all workers as part of induction and this action to be recorded	Covid Coordinator	05/01/2021	05/01/2021
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	04/01/2021	04/01/2021
3	All test sites to be 'fogged' between sessions and if a spillage occurs in addition to other cleaning measures already in place. User to wear: Fluid repellent surgical mask, Gloves, Light eye protection and overalls as detailed in the Fogging risk assessment.	Team Leader	n/a	Ongoing

Additional Notes

It is essential that the school testing team leader is sent any completed training certificates and that he/she holds a pre-start dry run and briefing for all participating staff

Any reference to subjects wearing masks/face coverings does not apply to those already exempted from wearing them due to a medical condition or as otherwise agreed at the head teacher's discretion due to wellbeing concerns.

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.

Signature of Lead Assessor **RCArnold**

Date: 04/05/2021

Signature of HSO

Date: