

Our Lady of Sion School Risk Assessment

Activity - Coronavirus (COVID 19) asymptomatic testing in school

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

Assessment Date	22/02/2021	Lead Assessor	HDS	Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Our Lady of Sion School						
Activities Involved	Traversing the site on foot Testing SION School staff and students					Location	MAIN SCHOOL HALL
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

Severity	1= Low	2= Slight	3= Moderate	4= High	5= Very High Causing Death	Total Risk Severity x Likelihood	Low = < 5	Medium = 5-14	High= 15-25
Likelihood of	1= Almost	2= Unlikely	3= Possible	4= Likely	5= Almost				

harm occurring	Impossible				Certain				
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Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				Likelihood	Severity	Risk	
1	Incorrect Testing site set up and Administration	increased chance of errors in handling or transmission of the virus leading to ill health	<ul style="list-style-type: none"> Test site is well lit and is a large room with space with wipeable floor - Hall All bays set up 2 m apart with separating partitions. hand gel use Each swabbing desk and associated processing desk is more than 1 metre apart and the recording desk is located close by. Perspex screens between processor and subject Clear division between swabbing and processing test subjects can not enter the processing area Quality assurance monitored by staff who have achieved the 6 training certificates Orderly entry and exit Test process maintains social distancing Windows and doors open to achieve ventilation Lidded waste bins available at all points were required Key layout and recommendations observed Test instructions visible and clear 	2	4	8	Risk= assessment shared with all staff administering test
2	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 parents, students and staff have been 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. Requirement to wear face covering/mask to be reminded of subjects in advance at time of test booking.(Letter from Head) 	2	4	8	Risk= assessment shared with all staff administering test

			<ul style="list-style-type: none"> Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by all staff. Compliance with wearing of face covering/mask of all subjects to be visually checked throughout the 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-, no chairs and no physical handling of documents to subjects except barcodes and swabs 				
3	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"> AS in HAZARD 2 Testing site set up to NHS guidelines- Rapid testing for schools Assistants registering will wear disposable masks as detailed in the Training guide - Rapid testing for schools and colleges The registration assistant will wear a face shield (PPE) 	2	4	8	Risk= assessment shared with all staff administering test
4	Contact between subject and sampler increasing the transmission of COVID19: Sample taking/ Processor	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> AS in HAZARD 2 Little contact to take place between sampler and subject due to self administered test sample taking, Processors will wear full PPE- disposable mask, apron, gloves, visor as detailed in NHS Training Guide Rapid testing in schools and Colleges Clear perspex screen between processor and subject Subject area and processor area will be swabbed down before/ after each test Testing site set up to NHS guidelines- Rapid testing for schools Assistants registering will wear disposable masks as detailed in the Training guide - Rapid testing for schools and colleges The registration assistant will wear a face shield (PPE) 	2	4	8	Risk= assessment shared with all staff administering test
5	Contact between subject and sampler and test centre runner increasing the transmission of COVID19: Results recorder	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> As above in Hazard 2 Results recorder will wear disposable masks and disposable gloves Results recorder will have received NHS training 	2	4	8	Risk= assessment shared with all staff administering test

6	Contact between subject and sampler testers increasing the transmission of COVID19: <u>Coordinator</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> As above in Hazard 2 Covid-19 co-ordinator will wear disposable mask Covid-19 co-ordinator will have received NHS training 	2	4	8	Risk= assessment shared with all staff administering test
7	Contact between subject and samples increasing the transmission of COVID19: <u>Cleaners/ Team Leader/ Test Assistant</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> As above in Hazard 2 Cleaners / Team Leader/ Test assistant will wear disposable mask, gloves, apron and visor as detailed in NHS Training Guide Rapid testing in schools and Colleges 	2	4	8	Risk= assessment shared with all staff administering test
8	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 	2	4	8	Risk= assessment shared with all staff administering test
9	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Subject registers their details to the unique ID for code before conducting the test 2 identical barcodes are provided to subject at check-in One barcode record is kept with name label upon registration Barcodes are checked for congruence at the analysis station and applied to lateral flow device at time of entry All staff working in the test area have received NHS training Subjects are called for a retest 	2	4	8	Risk= assessment shared with all staff administering test
10	Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium	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	<ul style="list-style-type: none"> All staff working in the test area have received NHS training in handling testing substances 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 	2	4	8	Risk= assessment shared with all staff administering test

	phosphate monobasic), NaCl (Sodium Chloride)	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"> 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. 				
12	Manual handling	Injury due to poor lifting technique /of heavy objects	<ul style="list-style-type: none"> No lifting of heavy objects is involved 	4	1	4	Risk= assessment shared with all staff administering test
13	Unauthorised access by members of the public	Transmission of the virus leading to ill health	<ul style="list-style-type: none"> Prominent signage to indicate that this is an asymptomatic testing centre Administrators to intervene if any unauthorised persons enter the testing centre 	4	1	4	Risk= assessment shared with all staff administering test
14	Uneven surfaces (floor protection in the Testing and Welfare areas)	Slips trips and Falls	<ul style="list-style-type: none"> Site floor is non-porous Test site is not uneven Spillages immediately cleared up by staff wearing appropriate PPE 	1	3	3	Risk= assessment shared with all staff administering test
15	Stairs to / from sample processing / registration area and welfare space	Slips, trips and Falls	<ul style="list-style-type: none"> Stairs leading to and from the the testing area are well lit and clearly marked. 	1	3	3	
16	Inclement weather	Huddling/ no social distancing /transmission of the virus leading to ill health	<ul style="list-style-type: none"> Students and staff to be reminded to bring appropriate clothing to wait in line outside in all weathers Students and staff sent to test area in small batches to reduce wait times 	1	2	2	

17	Electrical safety / plant & equipment maintenance Defective electrical equipment	Electrocution or other injury	<ul style="list-style-type: none"> • Testing area Hall subject to regular and routine maintenance check by staff • Limited number of electrical items in test area • no loose cabling as use of iPads and phones 	1	4	4	All electrical items are PAT tested
18	Use of shared equipment	Transmission of the virus leading to ill health	<ul style="list-style-type: none"> • Limited shared materials, no physical Handling of documents to subject except barcode and swab • Regular cleaning of test site including wiping down of all potential touchpoint in accordance with PHE/ NHS guidance 	2	4	8	Risk= assessment shared with all staff administering test
19	GDPR	Data protection breach	<ul style="list-style-type: none"> • School covid-19 testing privacy notice written and communicated to staff, parents, pupils and governors via upload to school website • Explanatory T&T letters/emails sent to parents/pupils staff and governors • T&T data recorded securely consideration given to deletion after 14 days 	1	1	1	Risk= assessment shared with all staff administering test
20	Consent	Consent is not sought or given	<ul style="list-style-type: none"> • Consent forms are available and properly completed • Age- appropriate consent forms and statement for testings sent to all (under or over 16 years of age) • Pupils who are Fraser competent can give own consent 	1	1	1	Consent forms for testing sent via email and letter by Head. Those declining to consent will need to quarantine if in contact with a positive case.
21	Close Contact	Transmission of the virus leading to ill health	<ul style="list-style-type: none"> • Those that have “ close contact “ with anyone testing positive for Covid 19 know they have to isolate for 10 days (no return within 7 days with LFD testing due to mutation rate currently ! to be reviewed) • “Close contact “definition understood as anyone in their bubble or support bubble including siblings and people the subject lives with / within 2 m for longer than 15 mins , 1 	1	4	4	Bubble management, facing forward teaching no groups and

			metre for 1 minute or longer, face to face contact- including being coughed towards or having a face to face conversation				face mask wearing.
22	Positive LF test	Transmission of the virus leading to ill health	<ul style="list-style-type: none"> • Those who test positive with LFT will be asked to wait in a well ventilated isolation room for collection by parents etc. • Isolation room will be cleaned regularly and all staff who have to go in will use full PPE • Subject testing positive will have use of a toilet that will be cleaned and only used by those testing positive. • process for informing parents/ pupils/ staff understood and implemented 	2	4	8	<p>Self isolation to occur promptly- parents to collect students promptly.</p> <p>All students awaiting results are outside initially</p>

Additional Notes- Dates of changes and permission for these.

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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
23/02/21	Fit for new test centre in hall	HDS					

Health and Safety Risk Assessment Sign off Sheet

Assessment
Number

Declaration by employees involved in the activity detailed above – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date
Helen Davis		Steve Jeffery	23/02/21				
Karen Preston		Steve Jeffery	23/02/21				
Wendy Jenkins		Karen Preston	23/02/21				

