

Risk assessment for general and clinical activities on the asymptomatic testing site

This risk assessment is an appendix to the Trust/School's Full risk assessment in relation to the establishment of a testing regime in school for staff and pupils, which I turn should be read in conjunction with the Trust and the school's existing Covid-19 Risk Assessment(s), [Schools and childcare settings: return in January 2021](#) and the [NHS guidance COVID-19 National Testing Programme: Schools and College handbook](#) and individual schools' testing 'site' maps and plans.

This appendix is based on an exemplar provided by the DfE and NHS Test and Trace. This risk assessment document is required by both Public Health England and the Health and Safety Executive in order 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 staff and volunteer testing operators.

Assessment Date	4 th January 2020	Lead Assessor	Kris Williams	Assessment Number	V1
Activities involved	- Traversing the site on foot - Testing of school staff, pupils and associated personnel (e.g. central Eden Trust staff and therapists)			Location	James Rennie School

Hazard identification and evaluation

No.	Hazards	Associated risks	Current control / mitigation measures	Risk evaluation (post measures)			Additional control needed? Action No.
				Probability	Severity	Risk	
1.	Contact between subjects increasing the risk of transmission of Covid-19	Transmission of the virus leading to ill health or potential death	Asymptomatic - All individuals to be advised in advance not to attend if they have any symptoms of Covid-19, are living with someone showing symptoms or who have been in close contact with someone who is displaying symptoms Face masks - Prominent signage reminding individuals of the use of face masks to be displayed outside test sites in accordance with the schools operating protocols - Face coverings/masks to be worn at all time by staff whilst on the test site for testing except for brief lowering at time of swabbing. Pupils are exempt, based on the school's operating protocols, due to their learning disabilities. Staff supporting pupils attending for testing are also exempt in line with the school's operating protocols but must maintain social distancing with test centre staff and/or those outside their assigned 'bubble'	2	4	8	1 & 3

			• Checking of compliance to be conducted by staff in test site Hand hygiene • All individuals to use hand sanitiser provided on arrival and this will be enforced by test site staff. Social distancing • 2m social distancing to be maintain between individuals with measured floor markings in place to ensure compliance and as a reminder. Test site staff to also remind individuals. • Where possible, one way flow of individuals through the test site to be enabled. Cleaning • Regular cleaning of site to be carried out in line with advice from PHE and in DfE and NHS booklet • Minimal furniture in place. • No physical handling of documents to individuals except barcodes.				
2.	Contact between individuals and staff increasing the risk of transmission of C19	Transmission of the virus leading to ill health or potential death	Welcome and registration • Test staff to wear PPE as outlined in support booklet and follow normal safety measures – use of hand gel, social distancing. • Individual to stand 2m from seat of registration desk. • Test staff to pass barcodes to individuals using minimal contact with labels. • Social distancing to be maintained if individual needs escorting to test station • All PPE to be replaced at the end of the testing session. Sample taking • Follow instructions on instruction card (from NHS/DfE guidance) when handing sampling kit to individual. • Testing processor to prepare Lateral Flow Device cartridge, extraction tune and s=extraction solution on the table in front of participant. • Test assistant to supervise the swabbing carefully. Provide instructions for putting swab into vial • Ask individual to put vial into testing tray to transport to testing area. Supporting administration of test • Due to the nature of the learning difficulties of our pupils, they will be unable to self-administer the test which will therefore be carried out by appropriately trained clinical staff including the school nurse (where they are appropriately designated by the Local Authority) • Some pupils may also need to be accompanied by a staff member from their designated 'bubble'	2	4	8	1 & 3
3.	Contact between samples and sample tester increasing the risk	Transmission of the virus leading to ill health or potential death	Sample processing and analysis • Sample processors to wear 2 sets of gloves and change one set after each sample is tested. • Follow instructions carefully provided in 'How to' Guide and on the instruction card	2	4	8	1 & 3

	of transmission of Covid-19		- Follow instructions for the removal of PPE Sample disposal and waste disposal - All samples to be disposed of in an unmarked yellow bag as described in DfE 'How to' guide. - Bag to be securely tied at the end of the day - Arrangements made with waste disposers to remove healthcare waste from site - All areas to be thoroughly cleaned following test - Arrangements made with waste disposers to remove healthcare waste from site - All areas to be thoroughly cleaned following test				
4.	Incorrect result communication	Wrong samples or miscoding of results	2 identical barcodes are provided to the individual at check in - Individual registers their details to a unique ID barcode before conducting the test - Barcodes are attached by trained site staff where the sample is collected - Barcodes are checked by another member of test site team when being analysed and applied to the Lateral Flow Device at this point	2	2	4	3
5.	Damaged barcode, lost Lateral Flow Device, failed scan of barcode	Orphaned record on registration portal and so no result communicated to individual	Recall of any individual who has not received a result within 2 hours of registration and taking test	2	2	4	3
6.	Extraction solution which comes with the lab kit contains the following components: Na ₂ HPO ₄ (disodium hydrogen phosphate) NaH ₂ PO ₄ (sodium phosphate mono basic) 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 the testing booklets. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental	PPE - Nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times with 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 (provided in testing kits). Environmental - To 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 advised disposal procedures (see testing manual) Other - Do not use if the solution has expired - Training to be provided in handling potentially biohazardous samples, chemicals and good laboratory practice. Adhere to guidelines in training procedures to prevent improper handling - Follow any additional guidance from Innova to mitigate against inhalation, skin contact or ingestion of any of these chemicals	1	2	2	2

		toxicity, and medical conditions aggravated by exposure.					
7.	Occupational illness or injury	Test site member becomes unwell or is injured, not related to C-19	- Test site staff to be instructed not to come on site if they feel unwell in line with the school's operating protocols - Test site staff to be sent home should they start to feel unwell in line with the school's operating protocols	1	2	2	
8.	Manual handling	Test site member is injured	Test site staff to be trained in manual handling if required	1	2	2	2
9.	Unauthorised access by members of the public	Member of the public putting themselves at risk of infection	- Site security to be maintained at all times by setting staff. - Additional checks to be made by reception staff at entrance to test site	1	1	1	
10.	Uneven surfaces (floor protection in the test area)	Test site staff and individuals being tested are hurt/at risk of infection due to trips and falls	- Any coverings of test site flooring required to be firmly fixed using duct tape. - Test site staff to check the integrity of the flooring at the start of each session - Flooring to be replaced at the end of each day - Individuals to be warned that the surface may be uneven	2	2	4	2
11.	Inclement weather	Individuals to be tested are put at risk due to wet clothing or masks	Additional aprons and masks to be provided to any individuals whose clothing has become wet through inclement weather.	1	2	2	
12.	Electrical safety/equipment maintenance Defective electrical equipment	Individuals or test site staff will be electrocuted	- All electrical equipment to be checked through PAT and FAT testing. - All computer equipment to be tested and checked by IT technicians	1	2	2	
13.	Use of shared equipment	Risk of infection from surfaces of shared equipment	- Gloves to be worn where equipment is required to be shared. - Any shared equipment to be wiped down by antiseptic wipes or using an antiseptic spray. - Test site staff and individuals to use masks, except when swabbing	2	2	4	1 & 3
14.	Incorrect result communication	Wrong samples or miscoding of results	- Sample processor and recorder to complete training modules so that they are aware of the procedures and how to record the test results - Sample processor to provide results to recorder to log test results online. - Ensure that individual to be tested has registered with NHS Test and Trace – provide support if required - Ensure that individual/individual's parent enters test results on their Test and Trace site – provide support if required	2	2	4	3

			- Covid coordinator to keep own site Covid register to keep a record of all results. (Full details in 'How to' guide)				
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Additional control improvements

Action No.	Recommended additional control measure(s)	Responsibility	Target date	Date completed
1.	Content of the risk assessment to be communicated with all staff prior to testing starting and for any new staff on induction	Covid co-ordinator	5 th January 2020	5 th January 2020
2.	Regular health and safety updates to be provided to all staff in team meetings to avoid complacency	Covid co-ordinator	5 th January 2020	5 th January 2020
3.	Ensure all test site staff have completed training modules and have provided certification as proof of completion	Covid co-ordinator	7 th January 2020	
4.	Instigate an in-house Covid register to be kept internally	Covid co-ordinator	5 th January 2020	5 th January 2020

Risk evaluation

		Consequences 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 5	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	Severity	Risk control strategies
Rare , will probably never happen/occur	Negligible	Intolerable ; Stop activities, take immediate action to reduce the risk
Unlikely , do not expect it to happen, but is possible	Minor	Substantial ; Take action within an agreed period
Possible , might happen	Moderate	Tolerable ; Monitor the situation
Likely , will probably happen	Major	Trivial; No action required
Almost certain , will undoubtedly happen	Critical	