

APPENDIX C: 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

Assessment Date	02/03/2021	Lead Assessor	RIC/ARU/ MMO	Contract		Assessment Number	115238/SKKM
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at _St John Payne Catholic School						
Activities Involved	Traversing the site on foot Testing staff and students					Location	Sports Hall
Who Might be affected	Employee ✓	Students ✓			Visitor ✓	Governors ✓	

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	Test Centre Location and Set Up	Transmission of the virus leading to ill health or potential death	<p>To enable staff to be tested if required, it is expected that staff will self-test at home.</p> <p>To enable students to be tested three times, with no more than a gap of 5 days between each test, the return to school and mass asymptomatic testing of students will be staggered.</p> <p>After 3 tests at school, it is expected that students will self test at home, twice weekly.</p> <p>Students who are unable to self test at home will continue to be tested at school, schedule of testing will be determined as required.</p> <p>Where consent is given, students will only return to class once they have received a negative test result. They will be socially distanced until this point.</p> <p>The area is separate from other areas of the school to allow adequate space for social distancing prior to entering the centre</p> <p>The area is big enough for a form group to be socially distanced before and after being tested.</p> <p>The centre is large enough to accommodate bays for registration, sampling, testing, disposal; waiting for results; isolation area.</p> <p>The centre is large enough to allow a one-way system through the various bays / areas to maintain social distancing between</p> <ul style="list-style-type: none"> • those being tested (subjects) • the test operatives (TO) and cleaners • subjects and TO <p>The location of bays and other areas are to be arranged so that social distancing can be maintained while</p> <ul style="list-style-type: none"> • the sampler can get or receive unused samples and take samples to areas where they are collected by the recorder. • the recorder can receive test samples, record results and then dispose of the samples in the bin with correct waste management liner. <p>There are separate areas for used and unused samples</p> <p>There is a secure store area for the holding of sealed waste bags and containers</p>	2	4	8	

			<p>The centre has a waiting area for subjects awaiting test results while socially distanced</p> <p>The centre has a separate room nearby for isolating positive student cases until a parent/carer can collect them.</p> <p>Only essential furniture is to be provided in the centre to reduce the need for cleaning, chairs will only be provided on request to the Quality Lead (QL).</p> <p>To reduce the likelihood of transmission, Food and Drink will not be permitted in the centre.</p> <p>PPE will be provided for all staff as determined by the NHS guidance. The PPE will be changed and disposed of at intervals determined by the NHS guidance.</p>				
2	Cleaning	Transmission of the virus leading to ill health or potential death	<p>Regular cleaning of the testing site including wipe down of all potential touchpoints in accordance with PHE guidance, is carried out at the end of each session by the cleaning staff.</p> <p>Hand sanitisers will be provided in each bay and area of the test centre</p> <p>Test staff wipe down of all touchpoints and sanitise their hands between tests as the PHE guidance.</p>	2	4	8	
3	Sample Spill Positive Test	Transmission of the virus leading to ill health or potential death	<p>If sample becomes unsealed, damaged and/or a spill occurs, then dispose of the sample, clean and sanitise the area immediately</p> <p>Staff in contact with the sample need to dispose of their affected PPE and clean and sanitise themselves as appropriate.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>QL to be informed of the bar code of the sample and the subject to be recalled, see section 15</p> <p>If a positive result is found the QL will determine if any areas of the school are to be deep cleaned and the cleaning team will be instructed accordingly to isolate the area and carry out the cleaning</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	2	4	8	
4	Test Centre Staff	Transmission of the virus leading to ill health or potential death	<p>The test centre, test staff and testing process is supervised and controlled by the Quality Lead QL. The QL is a member of the school's SLT or the Governing body.</p> <p>All test centre staff (TCS) have volunteered for the role and are in good health, are under 70 and have with no underlying medical conditions</p> <p>All TCS have been trained in the protocols of carrying out the tests and with the centre arrangements. Online training certificates are held in school, and will sign to say they have read RA</p>	2	4	8	

			<p>The protocols include the details for the use and disposal of PPE; cleaning and sanitising equipment; cleaning and sanitising hands</p> <p>The protocols have been based on government guidance found in</p> <p>Mass asymptomatic testing in specialist settings - GOV.UK (www.gov.uk)</p> <p>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) - GOV.UK (www.gov.uk)</p> <p>Symptomatic children action list schools (publishing.service.gov.uk)</p> <p>The test centre during mass asymptomatic testing will be staffed by volunteers, support staff and the vice chair of governors</p>				
5	Test Centre Staff – inadequate staffing levels	Testing cannot be carried out	<p>Support staff will assist with the supervision of testing. There is a timetable for supervision so that a skeleton support staff can continue with normal duties.</p> <p>TCS have to isolate due to Covid. They are not permitted to continue testing if they are an identified close contact.</p> <p>We have access to trained staff who can be bought in to support testing.</p> <p>TESTING SCHEDULE</p> <p>https://stjohnpayne-my.sharepoint.com/:w:/g/personal/tco_sjp_essex_sch_uk/EZydGX5VqItJsuGActfvkcQB0W9uoPcERn3dqW86xaCVsw?e=JRPZKD</p>	5	1	5	<p>To enable students to be tested 3 times at intervals of 3-5 days, directly on returning to school, a schedule has been devised. Yrs 11-13 will start testing from 4th March and return to school on the 8th March.</p> <p>Year groups 7-10 will return on staggered days from 8-11 March, to ensure there is adequate time available to test students and staff.</p> <p>Additional non-school staff and volunteers will be required.</p>
6	Contact between subjects increasing the risk	Transmission of the virus leading to ill health or potential death	<p>To limit the physical handing of documents all subjects' details will be digitally recorded in at the test centre by the QL or test subject</p> <p>Physical handing of documents by the subjects will be limited to barcodes and the PCR test kits.</p> <p>School staff and TCS will use home test kits for twice weekly testing.</p>	2	4	8	

	of transmission of COVID19 : <u>Documentation and Appointments</u>		Students will be tested three times, with no more than five days between each test. Parents will register each test after their child has been tested. Registration cards, barcodes and instructions will be collated before testing begins. No further testing of students will be carried out and if close contacts are identified after positive result they will have to SI for 10 days. There will be no test and release. Students who have tested positive for Covid within 90 days will not be tested. Any students in this list who develop Covid symptoms will have to SI for 10 days.				
7	Contact between subjects increasing the risk of transmission of COVID19 : <u>General</u>	Transmission of the virus leading to ill health or potential death	<p>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 10 days from a part of the world affected by the virus or have been in close contact with someone displaying symptoms.</p> <p>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. Face mask exceptions will be identified in advance and added to records before registration. 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 staff. Compliance with wearing of face covering/mask of all subjects to be visually checked through building by staff.</p> <p>Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff.</p> <p>Social distancing: 2 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. 1 metre minimum social distancing to be maintained between TCS and subjects during registration and sampling with measured floor markings in place to ensure compliance in addition to verbal reminders. 1 metre minimum social distancing to be maintained between TCS</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>	2	4	8	
8	Contact between subjects and staff increasing the risk of transmission of COVID19: <u>Welcome & registration</u>	Transmission of the virus leading to ill health or potential death	<p>See section 7 above</p> <p>To limit the physical handing of documents all subjects' details will be digitally recorded in advance of their test and updated accordingly at the test centre by the QL. Students' details will be provided by parents/students when they give their consent to the testing. Staff accompanying students to the test centre can identify students to the registrar, if required</p> <p>Physical handing of documents by the subjects will be limited to barcodes and the PCR test kits</p>	2	4	8	

9	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	See section 7 above TCS to check that bar codes and subjects' details correlate Students will be expected to take the test unaided, under supervision of the TCS. Students will only be required to swab their noses to ensure that the maximum number of students will be able to self-minister the test. Processors are trained to help students who struggle.	2	4	8	
10	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	See section 7 above All samples are sealed and so there is only a risk from handling the vial. TO to sanitise areas and hands as per NHS guidance If sample becomes unsealed/damaged and/or a spill occurs see section 3 above	2	4	8	
11	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	See section 7 above Area to be arranged so that tested and untested samples are held separately and that there can be no cross contamination between samples If sample spill occurs, see section 3 above. TO to be trained and appropriate PPE worn, see section 16 below TQL to be informed immediately if a positive sample is found	2	4	8	
12	Positive result	Transmission of the virus leading to ill health or potential death	If a student is found to be positive they will be taken to an isolation room and their parent/carer called to collect them. The parents will at this time advise the QL if the student is to be informed of the result. A member of the school pastoral team will inform the student if required. They will then be required to give details of close contacts as per the school's Covid protocol. Symptomatic children action list schools (publishing.service.gov.uk) If a member of staff is tested positive, they will be notified in person and asked to leave the premises, if applicable. They will then be required to give details of close contacts as per the school's Covid protocol.	2	4	8	
13	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	See section 7 above Sample vials and any spilled sample vials are to be placed in disposal containers once they have been analysed. Containers are to be sealed, labelled and brought to the store for collection by the disposal contractor, as per the NHS guidance. Other waste including PPE and spill cleaning materials are to be bagged, sealed, labelled and brought to the store for collection by the disposal contractor, as per the NHS guidance. Site manager to arrange for the waste to be collected as per the NHS guidance	2	4	8	

14	Incorrect result communication	Wrong samples or miscoding of results	<p>To reduce the likelihood of miscoding etc the following protocol is observed:</p> <ul style="list-style-type: none"> • 2 identical barcodes are provided to subject at check in • In the presence of the subjects, the QL registers their details to a unique ID barcode at registration before the test is conducted • Barcodes are attached by trained staff at the sample collection bay <p>Barcodes are checked for congruence at the bay and applied to LFD</p>	2	2	4	
15	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<p>Rule based recall of subjects who have not received a result and for spilled samples</p> <p>Subjects are called for a retest at the next available appointment</p>	2	2	4	We have a separate list re LFT so this does not occur.
16	COSHH 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.	<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.</p> <p>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 See Section 3 above</p> <p>Expired: Do not use if the solution has expired</p> <p>Training has been provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.</p> <p>Follow procedures on the MSDS form provided by Innova (Manufacturer) to mitigate against inhalation, skin contact or ingestion of these chemicals.</p>	1	1	2	
17	Occupational illness or injury	Exposure to Covid	Exposure to Covid	2	4	8	

18	Manual handling	Injury	All school staff have been trained in manual handling protocols. Non-school TO unlikely that they will be handling anything heavy- school staff to be used if required.	1	1	1	
19	Unauthorised access by members of the public	Staff security	Security re: gate closure – registration staff will be available to prevent access	1	2	2	
20	Uneven surfaces (floor protection in the Testing and Welfare areas)		N/A Flooring protection not required				
21	Stairs to / from sample processing / registration area and welfare space		N/A All ground floor				
22	Incliment weather	Slips	Ensure pathway clear	2	2	4	
23	Electrical safety/plant & equipment maintenance Defective electrical equipment		All required testing before use in place	1	2	2	
24	Use of shared equipment		Any equipment is not shared but all should be cleaned and sanitised between use by different personnel	1	4	4	

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

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction	QL	05.03.21	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	QL		

Additional Notes

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.	
Persons involved in assessment	Rebecca Iciek, Monica Morley, Anne Rushton
Signature of Lead Assessor	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"><i>Rebecca Iciek</i></div> <div>Date 02.02.21</div> </div>
DECLARATION FOR ALL OTHER OPERATIVES IS HELD CENTRALLY BY MONICA MORLEY	

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
25/01/21		MMO					
22.02.21		RIC	<i>Rebecca Iciek</i>				
02.03.21		RIC	<i>Rebecca Iciek</i>				

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