

## Risk Assessment for Mass Testing – Wey Valley Academy March 2021

Why this is 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	<b>23/02/2021</b>	Lead Assessor	R Russell / J Stone		Assessment Number	<b>2</b>
<b>Activity / Task</b>						
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at <b>Wey Valley Academy</b>					
<b>Activities Involved</b>	Unloading testing equipment Setting up the testing site Traversing the site on foot Testing school staff and students Informing students, parents and carers Recording test results				<b>Location:</b> Sports Hall	
<b>Who Might be affected</b>	School Employees	Students	Parents / Carers	Contractor / Volunteer Staff		
	✓	✓	✓	✓		

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post Measures)			Additional control needed?
				Probability	Severity	Risk	Action No
1	Contact between subjects increasing the risk of transmission of <u>COVID19</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• <b>Asymptomatic:</b> 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.</li> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>• Face coverings/masks to be worn at all times whilst on the premises except for brief lowering at time of swabbing.</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception staff.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> <li>• <b>Social distancing:</b> 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 &amp; sampling staff.</li> </ul>	1	4	4	Continue to monitor the situation and ensure "Hands, Face, Space" advice is followed

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			<ul style="list-style-type: none"> <li>A one-way flow of subjects through the testing building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</li> <li><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and test kits.</li> </ul>				
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome &amp; registration</u>	Transmission of the virus leading to ill health or potential death	<p><b>All control measures in No 1 will be present. Over and above these for welcome and registration:</b></p> <ul style="list-style-type: none"> <li>All staff and students entering for welcome &amp; registration will arrive socially distanced. This will be supervised by a member of staff specifically responsible for overseeing the queue and entry to the welcome and registration area.</li> <li>Staff and students being tested must wear a face covering at all times, both in the queue and at the testing location.</li> <li>Staff and students will enter at either registration desk 1 or 2 where their identity will be confirmed by the registration assistant who will be wearing a Fluid-resistant (Type 11R) Surgical Mask.</li> <li>Staff and Students will then be instructed to leave the registration area and proceed to a numbered swab station when it becomes available. They will be instructed to do this in a socially distanced manner.</li> </ul>	1	4	4	Continue to monitor the situation

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3	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	<p><b>All control measures in No 1 will be present. Over and above these for welcome and registration:</b></p> <ul style="list-style-type: none"> <li>• Each sample table will have two Swab Stations linked to it. One person will arrive at a time at each sample table in a distanced manner as sent by the registration assistant.</li> <li>• The processor will hand the test to the staff / student being tested.</li> <li>• When the staff/student has finished testing, the processor will process the test in the correct way at the testing table and then pass it carefully to the Results Recorder.</li> <li>• The Processor will be wearing the correct PPE which is a Fluid-Resistant (Type 11R) Surgical Mask; Disposable Gloves; Disposable Plastic Apron; Eye Protection in the form of goggles or a visor. The processor will change their gloves after handling each sample and ensure that these gloves are disposed of in the correct container.</li> <li>• The testing Assistant will also be on hand to ensure that staff/students are going to the correct testing bays; that everybody is socially distanced and that staff/students then exit in the correct manner and location.</li> <li>• The testing assistant will be wearing a Fluid-Resistant (Type 11R) Surgical Mask and disposable gloves.</li> </ul>	1	4	4	Continue to monitor the situation

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post Measures)			Additional control needed? Action No
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4	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	<p><b>All control measures in No 1 will be present. Over and above these for welcome and registration:</b></p> <ul style="list-style-type: none"> <li>When the staff/student has finished testing, the processor will process the test in the correct way at the testing table and then pass it carefully to the Results Recorder.</li> <li>The Processor will be wearing the correct PPE which is a Fluid-Resistant (Type 11R) Surgical Mask; Disposable Gloves; Disposable Plastic Apron; Eye Protection in the form of goggles or a visor. The processor will change their gloves after handling each sample and ensure that these gloves are disposed of in the correct container.</li> </ul>	1	4	4	Continue to monitor the situation
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Transmission of the virus leading to ill health or potential death	<p><b>All control measures in No 1 will be present. Over and above these for welcome and registration:</b></p> <ul style="list-style-type: none"> <li>The processor will have received training on how to safely process and analyse the sample to minimise virus transmission to both themselves and others.</li> <li>The processor will pass the test result to the results recorder in a safe manner.</li> <li>The Processor will be wearing the correct PPE which is a Fluid-Resistant (Type 11R) Surgical Mask; Disposable Gloves; Disposable Plastic Apron; Eye Protection in the form of goggles or a visor. The processor will change their gloves after handling each sample and ensure that these gloves are disposed of in the correct container.</li> </ul>	1	4	4	Continue to monitor the situation

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post Measures)			Additional control needed? Action No
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6	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	<p><b>All control measures in No 1 will be present. Over and above these for welcome and registration:</b></p> <ul style="list-style-type: none"> <li>Processors have been trained on how to safely dispose of the sample in the correct waste container and how then to dispose of the waste.</li> <li>The Team Leader and/or quality lead will oversee waste containers and if they are becoming full have them replaced. Full waste containers will be sealed and kept in a designated area for removal from the site at the end of the day.</li> <li>Anybody handling waste containers will change disposable gloves after handling them. This would only ever be the processor, team leader, quality lead or coordinator.</li> <li>The Processor will be wearing the correct PPE which is a Fluid-Resistant (Type 11R) Surgical Mask; Disposable Gloves; Disposable Plastic Apron; Eye Protection in the form of goggles or a visor. The processor will change their gloves after handling each sample and ensure that these gloves are disposed of in the correct container.</li> </ul>	1	4	4	Continue to monitor the situation.
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>Training given to all team members</li> <li>2 identical barcodes are provided to subject at check in</li> <li>The subject registers their details to a unique ID barcode before conducting the test</li> <li>Barcodes are attached by trained staff at the sample collection bay</li> <li>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> <li>Principal informed of all positive test results who will double check systems before notifying pupil / parents &amp; carers</li> </ul>	1	3	3	Results recorder to undertake training; admin staff clear about process to inform of positive tests

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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"> <li>Rule based recall of subjects who have not received a result within 2 hrs of registration</li> <li>Subjects are called for a retest</li> </ul>	1	3	3	
9	Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), $\text{NaCl}$ (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"> <li><b>PPE:</b> 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.</li> <li><b>Environmental:</b> do not let product enter drains</li> <li><b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</li> <li>Do not use if the solution has expired</li> <li>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.</li> <li>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>	1	2	2	
10	Occupational illness or injury	Any member of staff associated testing may become ill or injured some something unrelated to Covid.	<ul style="list-style-type: none"> <li>The Team Leader / Covid 19 Co-ordinator will monitor the well being of testing staff.</li> <li>If testing staff are ill, they will either be sent home with the permission of the principal or phone in the morning to advise</li> </ul>	2	2	4	Continue to monitor the situation.

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			<p>the school as such as per the school's usual absence procedures.</p> <ul style="list-style-type: none"> <li>If a member of the testing team becomes ill due to stress or is injured whilst performing testing duties, the school will act in accordance with its usual sickness, injury and stress policies, however whilst also acting in a way that such behaviour could not increase any risk of virus transmission.</li> <li>If a member of staff needs to be replaced due to illness or injury, this will need to be approved by the team leader / quality lead and all relevant training (with the accompanying certificates) will need to have been completed before they can start this role.</li> </ul>				
11	Manual handling	Injury due to the carrying or moving of equipment.	<ul style="list-style-type: none"> <li>All testing equipment comes in low weight boxes so should not cause an issue due to manual handling. However the team leader will oversee that anybody being asked to move equipment is using the correct manual handling techniques and is not taking any risks with regards to the weight carried.</li> <li>The set-up of the testing site will require the movement of tables and various other pieces of potentially heavy equipment. This will be performed by the site facilities team who have been specifically trained in manual handling matters and who perform such tasks on a regular basis.</li> </ul>	1	2	2	
12	Unauthorised access by members of the public	Risk of contaminating test results. Risk of accessing test results. Risk of spreading Covid to anybody in school.	<ul style="list-style-type: none"> <li>The majority of members of the public know that they are not allowed on school grounds.</li> <li>Parents / Carers informed by letter not to travel onto school site.</li> <li>Entrances to the school site will be manned at all times whilst they are open. During the day when they are closed, they will be locked and entry will via video intercom only.</li> </ul>	1	4	4	Continue to monitor the situation.



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No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post Measures)			Additional control needed? Action No
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		Risk of catching Covid from someone in school.	<ul style="list-style-type: none"> <li>The specific testing site will be manned at all times whilst open and all staff will be briefed to be looking out for any person who is not a student or member of staff. At all times, whilst the test site is open, there will always be somebody linked up to a radio who will be able to contact the Principal / other members of the senior leadership team should any problems arise.</li> <li>If a member of the public is seen on site who should not be present, the school will contact the police who may choose to take the matter further.</li> </ul>				
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Risk of Slips, trips and falls. Risk of flooring becoming contaminated.	<ul style="list-style-type: none"> <li>The floor surface for the proposed testing site is already non-porous so will not need a further protection covering. Therefore it will not be uneven and the risk of slips, trips and falls will be no greater than any other surface within the school.</li> </ul>	1	1	1	
14	Stairs to / from sample processing / registration area and welfare space	Risk of Slips, trips and falls. Certain staff / students may not be able to travel up or down these stairs or may put themselves at great risk of harm if doing so.	<ul style="list-style-type: none"> <li>The proposed testing site is on the ground floor and does not have any stairs to/from the sample processing / registration area and welfare space.</li> </ul>	1	1	1	
15	Inclement weather	Risk of staff / students becoming ill from being cold or wet queuing outside from their test.	<ul style="list-style-type: none"> <li>The testing site is indoors however queuing will take place outside. The school will set up testing such that staff / students should not need to queue for more than 15 minutes.</li> <li>Staff / students will be allowed to wear a warm hooded coat to protect them from low temperatures / heavy rain. If the weather is very extreme, the queue monitor in conjunction with the team</li> </ul>	2	2	4	Continue to monitor situation.

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		Risk of slipping from wet slippery outdoor surfaces.	<p>leader may decide to move the queue to an alternative indoor location.</p> <ul style="list-style-type: none"> <li>The queue takes place on hardstanding so even in hard rain, the surface should not become unacceptably slippery.</li> </ul>				
16	<p>Electrical safety / plant &amp; equipment maintenance</p> <p>Defective electrical equipment</p>	Electric shock / fire from faulty electrical equipment.	<ul style="list-style-type: none"> <li>Equipment being used will either be under a year old or will have been PAT tested.</li> <li>Each morning the team leader will under take a visual inspection of all electrical equipment to ensure that none is in a dangerous state.</li> <li>All members of the testing team will be asked to inform the team leader / coordinator immediately if they notice any issues with electrical equipment.</li> </ul>	1	4	4	Continue to monitor situation.
17	Use of shared equipment	Risk of virus transmission from surfaces of shared equipment.	<ul style="list-style-type: none"> <li>The testing space is to be set up so that there should not be any shared equipment.</li> <li>In the unlikely event that equipment does need to be shared, it will be fully sanitised by being wiped down with an approved anti-bacterial by somebody wearing disposable gloves. Those gloves will then be disposed of after sanitising has taken place.</li> <li>At the end of the day, the cleaner will wipe down all surfaces and equipment with an approved anti-bacterial cleaner.</li> </ul>	1	4	4	Continue to monitor the situation.

<b>Control Improvements</b>				
<b>Action No</b>	<b>Recommended additional control measures</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Date completed</b>
1	Content of the risk assessment to be communicated with all workers as part of induction	Covid Coordinator	February 22 <sup>nd</sup> 2021	February 22 <sup>nd</sup> 2021
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	February 22 <sup>nd</sup> 2021	February 22 <sup>nd</sup> 2021
3	All modular training units to be completed prior to roll out	Covid Coordinator Team Members	February 22 <sup>nd</sup> 2021	February 22 <sup>nd</sup> 2021
4	Temperature of the environments for testing and storage to be checked	Site Lead	Twice daily	
5	Walk through / dry run testing undertaken prior to Day 1 testing	Covid Coordinator	January 5 <sup>th</sup> 2021	January 5 <sup>th</sup> 2021
6	Signage to be installed around the testing site	Covid Coordinator	January 5 <sup>th</sup> 2021	January 5 <sup>th</sup> 2021
<b>Additional Notes</b>				
Cross reference Ambitions Academies Trust checklist for Principals to ensure actions are complete prior to roll out				

**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

<b>Declaration</b> - 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	<b>Julie Ashmore AVP/ Covid LFT Co-Ordinator</b> <b>Rob Russell, Principal</b>
Signature of Lead Assessors	<i>Julie Ashmore</i> <i>R. Russell.</i>
Date	<b>22<sup>nd</sup> February 2021</b>

<b>Reviews</b> – 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
March 15th 2021							

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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