

William Edwards School: Template for 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	01/03/21	Lead Assessor	Simon Bell			Assessment Number	1
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at William Edwards School						
Activities Involved	Traversing the site on foot Lining pupils up and taking registers Preparing and informing pupils of the testing process Issuing and recording tests Testing school staff and students Cleaning testing centre and disposing of medical waste					Location	Badminton Centre Girls Gym
Who Might be affected	Staff ✓	Pupils ✓	Agency staff ✓	Visitor support ✓	Cleaning 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 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: 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 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 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 booths between subjects) by two full-time cleaners including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter. no physical handing of documents to subjects except barcodes and test kits for daily subjects 	2	3	6	
2	Contact between subjects and staff increasing the risk of transmission of COVID19:	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • 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. 	1	4	4	

	<p><u>Welcome & registration</u></p>		<ul style="list-style-type: none"> • 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 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. • Perspex screen between subject and reception staff in place. • 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 booths between subjects) by two full-time cleaners including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter. no physical handing of documents to subjects except barcodes and test kits for daily subjects 				
<p>3</p>	<p>Contact between subject and sampler (processor) increasing the transmission of COVID19</p>	<p>Transmission of the virus leading to ill health or potential death</p>	<ul style="list-style-type: none"> • 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 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 queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. Additional sanitiser in booth for use before testing starts. • 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 booths between subjects) by two full-time cleaners including wipe down of all potential touchpoints in accordance with PHE guidance. • Clear signage in booth for subjects about what to do and not to leave the booth unless instructed. • Sampler to wear PPE as per guidance with large amount of stock and signage in the centre. 	<p>1</p>	<p>4</p>	<p>4</p>	

			<ul style="list-style-type: none"> Limited clutter. no physical handing of documents to subjects except barcodes and test kits for daily subjects 				
4	Contact between sample and test centre runner (test assistant) increasing the transmission of COVID19: Sample transport	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> 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 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 queue managers and all other staff. Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. Additional sanitiser in booth for use before testing starts. 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 booths between subjects) by two full-time cleaners including wipe down of all potential touchpoints in accordance with PHE guidance. Clear signage in booth for subjects about what to do and not to leave the booth unless instructed. In addition to the PPE guidance for test assistants, they will wear gloves if transferring samples. <p>Limited clutter. no physical handing of documents to subjects except barcodes and test kits for daily subjects</p>	1	4	4	
5	Waste not being managed correctly	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Clinical waste bins and bags located in correct places in test centre. Designated area for the handling of waste. School site staff have processes in place to manage waste outside of the centre. Contract for specialist collection of clinical waste on a weekly basis in place 	1	5	5	
6	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 takes card and barcode home for parents to access results. Barcodes are attached by trained staff at the reception desk Barcodes are applied to Lateral Flow Device by test bay processors. 	1	4	4	
7	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Barcodes can be inputted manually Subjects are called for a retest 	1	4	4	

8	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"> • 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 waste disposal procedures • Do not use if the solution has expired • Training to be completed prior to use. Adhere to guidelines in these training procedures to prevent improper handling. • 	1	4	4	
9	Uneven surfaces (floor protection in the Testing and Welfare areas)	Possible slippage or spillage	<ul style="list-style-type: none"> • Site staff and Team Leaders check surfaces before and after each session to ensure there are no objects or hazards which could result in spillage or slippage • Cleaners remove any waste product from the floor using appropriate PPE and waste removal processes • Follow procedures if a spillage occurs 	2	4	4	
10	Walking to / from sample processing / registration area and classroom (2 nd & 3 rd tests)	Pupils do not follow instructions or get lost	<ul style="list-style-type: none"> • Have clear signage • Give clear instructions • Staff to accompany pupils e.g. tutor/class teacher • Staff line route to the test centre • Staff immediately challenge wandering pupils • SLT to have mobile phones with them to support and communicate as appropriate 	2	4	4	
11	Inclement weather	Staff and pupils are uncomfortable – cold and/or wet	<ul style="list-style-type: none"> • Site staff erect gazebos for staff and pupils to stand under if required 	3	1	3	
12	Use of shared equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Correct PPE to be worn at all times 	2	3	6	

			<ul style="list-style-type: none"> • 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. 				
13	Pupil vomits in the testing centre	Transmission of the virus leading to ill health or potential death Possible slippage or spillage	<ul style="list-style-type: none"> • Cleaners have also necessary equipment in the centre. • Sick bowls are provided in each bay. • Centre staff aware of procedures in guidance in the event of this happening. • Cleaning staff will be wearing correct PPE at all times. 	3	6	6	
14	Pupils faints or becomes hysterical	Possible fall or unauthorised exit from the site	<ul style="list-style-type: none"> • Staff to be calm and re-assuring. Familiar faces in the test centre at all times. • First aiders to be present in the centre at all times • SLT to remove pupil from centre and contact parent/carer as appropriate 	3	3	3	
15	Staffing shortages	Not enough staff to run the centre	<ul style="list-style-type: none"> • High staffing levels in place • Able to pull in additional agency staff at short notice. • SLT colleagues available whenever not teaching. • Always a centre coordinator present if issue arises during the day. • SLT colleagues able to fulfil any role as all training has been completed. 	3	2	6	

Control Improvements						
Action No	Recommended additional control measures			Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all staff, agency staff and volunteers as part of induction			Covid Coordinator		
2	Conduct risk assessment reviews after the site walk through and after the first two days of testing to inform the process for the next two weeks. Weekly review w/b: 8 th March and 15 th March			Covid Coordinator		

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.

Persons involved in assessment

Signature of Lead Assessor

Date

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

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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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
Simon Bell							
Amanda Wood							
Martin Ovenden							
Henry Dunn							
Claire Grime							
Aman Barber							
Elizabeth Amey							
Treherne Parker							
Barbara Thompson							
Sue Jones							
Claire Doyle							
Need to add additional names							

here: our staff, agency staff, cleaning staff and volunteers							