



264.2 – Covid-19 Risk Assessment (Mass Testing)

Head of Dept. / Faculty:	AKI
Date:	06.01.21
RA Completed By:	DHI
Review Date:	31.01.21
Team Leaders:	RMC DHI
Testing Team:	SRY SHE SDE DBU SOG AAB
TEST STATION (ATS):	LVXD

Risk rating: (example) likelihood x injury severity = number & colour code

Likelihood	Serious Illness	Incapacity or Death
Highly Unlikely	3	5
Unlikely	6	10
Possible	9	15
Probable	12	20
Certain	15	25

Potential Hazard	Who might be harmed	Hazard or Risk Description	Risk Level 24.08.20	Mitigating Controls - Preventative & Protective Measures in place	Assigned to and by when:	Risk Level Review 24.08.20
1. Overview		<p><u>THIS RISK ASSESSMENT:</u></p> <p>a) MAKES REFERENCE TO A NUMBER OF UKGOV. DOCUMENTS AND GUIDANCE</p> <p>b) COMPLIMENTS:</p> <ul style="list-style-type: none"> - 264.1 COVID RA v8 <p>c) REQUIRES THE SCHOOL TO OPERATE IN YEAR GROUP 'BUBBLES' TO:</p> <ul style="list-style-type: none"> - Reduced risk of Covid-19 spread. - Simplify the practice of Test & Trace (T&T). - Reduce the risk of whole school closure. 		<ul style="list-style-type: none"> • https://www.gov.uk/government/speeches/education-secretary-sets-out-school-contingency-plans-for-england • All school RA's are included on the staff shared area. 	SLT 05.01.21	
2. Pre & Post Testing Protocols	staff			<ul style="list-style-type: none"> • Pre commence brief conducted by Team leader. • Reiteration of Risk & safety Protocols required during testing. • Debrief post testing and PPE removal. 	RMC DHI 06.01.21	
3. Contact between subjects increasing the risk of transmission of COVID19	Staff Students	Transmission of the virus leading to ill health or potential death.	10	<ul style="list-style-type: none"> • Asymptomatic <ul style="list-style-type: none"> - 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 	RMC DHI 06.01.21	

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 / security 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

				<p>ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff.</p> <ul style="list-style-type: none"> - 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. <ul style="list-style-type: none"> • Cleaning <ul style="list-style-type: none"> - Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. - Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects 		
<p>4. Welcome & Registration</p> <p>5. Sample Taking</p> <p>6. Sample Transport</p> <p>7. Sample Processing & Analysis</p> <p>8. Sample Disposal & Waste Disposal off Site</p>	Staff Students	Transmission of the virus leading to ill health or potential death.	10	<ul style="list-style-type: none"> • Testers will clearly direct all subjects to follow the guidance as laid down by UKGOV • All staff have completed the on line training, as well as a thorough briefing session with 2 x pretesting trials completed 05.01.21 • Biohazard waste will be stored and collected by a specialist contractor as directed by the LA. 	RMC DHI 05.01.21	
<p>9. Incorrect Test results and Communications</p>	Staff Students	<p>Transmission of the virus leading to ill health or potential death due to:</p> <ul style="list-style-type: none"> • Incorrect sample testing • Wrong labelling 	10	<ul style="list-style-type: none"> • Testers will clearly direct all subjects to follow the guidance as laid down by UKGOV 	RMC DHI 05.01.21	

		<ul style="list-style-type: none"> • Incorrect sample analysis • Communications failure 		<ul style="list-style-type: none"> • All staff have completed the on line training, as well as a thorough briefing session with 2 x pretesting trials completed 05.01.21 <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 the (LFD) Lateral Flow Device at this station 		
10. Damaged barcode, lost LFD, failed scan of barcode	Staff Students	<p>Transmission of the virus leading to ill health or potential death due to:</p> <ul style="list-style-type: none"> • Orphaned record on registration portal • No result communicated to individual 	10	<ul style="list-style-type: none"> • Testers will clearly direct all subjects to follow the guidance as laid down by UKGOV • All staff have completed the on line training, as well as a thorough briefing session with 2 x pretesting trials completed 05.01.21 • All subjects will receive notification in person from Pastoral managers of a <u>positive</u> result within 1 hrs of initial registration. • Inconclusive test subjects will be recalled for a retest within 90 minutes. 	RMC DHI 05.01.21	
11. Extraction solution which comes with the lab test kit. <ul style="list-style-type: none"> - Contains the following components: NA₂HPO₄ (disodium hydrogen phosphate), NaH₂PO₄ (sodium phosphate) 	Staff Students	<p>Ill health due to:</p> <ul style="list-style-type: none"> • Poor safety practices <p>N.B.</p> <ul style="list-style-type: none"> - 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 	5	<ul style="list-style-type: none"> • Testers will clearly direct all subjects to follow the guidance as laid down by UKGOV • All staff have completed the on line training, as well as a thorough briefing session with 2 x pretesting trials completed 05.01.21 • PPE <ul style="list-style-type: none"> - 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 	RMC DHI 05.01.21	

<p>monobasic), NaCl (Sodium Chloride</p>				<p>appropriate government standards to be worn at all times when handling the extraction solution.</p> <ul style="list-style-type: none"> - Impervious clothing to be worn to protect the body from splashes or spillages. <ul style="list-style-type: none"> • Environmental: <ul style="list-style-type: none"> - Do not let product enter drains • Spillages: <ul style="list-style-type: none"> - Wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures - 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. 		
<p>12. Occupational illness or injury 13. Manual Handling 14. Uneven surfaces (floor protection in the Testing and Welfare areas)</p>	<p>Staff students</p>	<p>Injury or ill health due to:</p> <ul style="list-style-type: none"> • Failure to adhere to whole school RA • Poor safety practices 	<p>5</p>	<ul style="list-style-type: none"> • Testers will clearly direct all subjects to follow the guidance as laid down by UKGOV • Testers are reminded of school RA 261 & 264 protocols. • All staff have completed the on line training, as well as a thorough briefing session with 2 x pretesting trials completed 05.01.21 	<p>RMC DHI 05.01.21</p>	