



St. Benedict's Catholic High School – Part of Holy Family Catholic MAC



Risk Assessment – COVID 19 Testing in Secondary School

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 .This Risk assessment was done according to the NHS template.

Assessment Date	04//01/21	Lead Assessor		Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at _St.Benedict's Catholic High school, Kinwarton Road, Alcester, B49 6PX						
Activities Involved	Traversing the site on foot Testing High School staff and students					Location	Sports Hall
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		



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Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk	Evaluation (post measures)	Risk	Additional control needed?
				Probability	Severity		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 10 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 duty /testing team 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 & sampler assistant staff. 	1	4	4	



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			<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.• Cleaning: 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 LFD test kits.				
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2	<p>Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome & registration</u></p>	<p>Transmission of the virus leading to ill health or potential death</p>	<ol style="list-style-type: none"> 1. A staff member who controls the queue of the subjects for LFD testing will wear at the minimum a face mask and will keep two meters from the subjects at all times when navigating subjects to be tested. 2. At the registration desk the person being tested will be asked not to come closer than two meters, marked on the floor and sanitise their hands with the hand sanitiser provided. 3. The subject will be asked, if there were classical symptoms of COVID-19 present recently . If the subject is symptomatic with Covid-19 symptoms, the person will be asked to leave and will be asked to perform PCR test. 4. If the subject is asymptomatic, the subject will be asked to pick a registration card. A staff member at the registration desk will wear an appropriate PPE as per training. It means at the minimum a face mask. 	1	4	4	
3	<p>Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u></p>	<p>Transmission of the virus leading to ill health or potential death</p>	<ol style="list-style-type: none"> 1. The subject will follow signs towards the testing area, where there will be sampler assistant present. There will be at least 2 meters between the sampler assistant and the subject. Signage will be in place. 2. Sampler Assistant will wear full appropriate PPE as per training received. It means : Gloves, Apron, Eye protection, and a face mask. 3. The subject will need to remove their face mask and sanitise their hands again. 4. The subject will need to blow their nose using tissue and dispose it in the health waste bin. The subject will need to Sanitise their hands again. 5. The subject will be given still wrapped swab stick. 6. There will be appropriate NHS poster about how to perform self-swab displayed . And instruction given if needed. 7. Sampler assistant will avoid offering to hold anything for them to avoid cross contamination. 	1	4	4	



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			<ol style="list-style-type: none"> 8. After the swab the subject will place the wet fabric tip end of the swab into the extraction tube with the appropriate extraction fluid in the test tube rack. 9. The subject will hand sanitise their hands again and put on their face mask on. 10. Before the subject leaves they need to use disinfectants wipes to clean any used surfaces such as mirror. 				
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>Sample transport will take a minimal distance only up to 1 meter from a swabbing desk to a processing desk. From the processing desk in the LFD cartridge form it will be taken to the recording desk as placed as close as possible (whilst it still in at least 2 metre distance between testing team members). All handling the sample will be minimised as much as possible.</p>	1	4	4	
5	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	<ol style="list-style-type: none"> 1. The sample tester wearing all appropriate PPE will follow safe instructions how to handle the samples as per training given prior the testing. 2. When processing the sample , make sure not to touch a fabric tip end of the swab stick. 3. After the use of the swab take it out of the extraction tube and immediately dispose of it into health care waste bin. 4. After processing , place the sample LFD cartridge into tray and disinfect the sample area using disinfectant spray and paper towel and all the equipment touched. 5. The Sampler assistant will use fresh gloves after each sample taken. 6. After recording process , Result recorder will clean the area, equipment and Laptop or Phone using disinfectant wipes. Change gloves after each use. 	1	4	4	



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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	<ol style="list-style-type: none"> 1. After the use of the swab take it out of the extraction tube and immediately dispose of it into health care waste bin. Disinfecting sample area afterwards. 2. After use of the LFD cartridge, the cartridge will be dispose into the the health care waste bin. And all the sample area will cleaned using disinfectant wipes, including all the tools like a pen. 3. The appointed cleaner who received the appropriate training cleans the testing desks, and ensures waste is correctly disposed of, including working with clinical waste provider to dispose of clinical waste. 4. All the Personal Protective Equipment, Mop Heads, Cloths after us will go to “tiger bin bag” and will be disposed by clinical waste provider. 	1	4	4	
7	Incorrect result communication	Wrong samples or miscoding of results	<p>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 Lateral Flow Device at this station</p>	1	3	3	
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"> • Rule based recall of subjects who have not received a result within 2 hrs of registration • Subjects are called for a retest 				



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9	Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO 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 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. 	1	3	3	
10	Involved members of the testing team - Not having adequate knowledge	Transmission of the virus leading to ill health or potential death	<p>All the members of the testing team must go through NHS test and trace online training course and pass the assessment in order to gain certificate.</p> <p>All the members of the testing team must read and understand this Risk Assessment.</p> <p>There is a training log, which needs to be kept up to date.</p>	1	5	5	
11	Not adequate testing site	Not fulfilled condition of the correctly set up testing site can cause not accurate reading and contamination	Testing site should have and air flow, correct temperature 15 to 30 degrees. of Celsius, be spacious, without slips and trips with appropriate cleaning regime.	1	4	4	
12	Not adequate cleaning regime	Can cause virus spreading across the testing site.	<p>Cleaning operative needs to have full appropriate training of how to effectively and safely clean the site.</p> <p>Cleaning operative will understand Infection control measures and will know about the appropriate procedure of waste management.</p>	1	4	4	



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13	Occupational illness or injury						
14	Causing damage to health of the subject by administering help with swab or during self-swab.	Can damage the health of the subject .	The subjects of testing will be performing self-swab test themselves according to the NHS poster guidance and guidance of the trained member of the testing team. If some subjects of testing (students or member of staff) finds it difficult to perform the self-swab according to the instructions, then the subject will not continue with the test at this time. In case of any unlikely event of injury during self-swab call 111 or 999 immediately.	1	5	5	
15	Manual handling	Repetitive activity and activity represent much concentration can represent fatigue and loss of concentration may cause the cross contamination	Make sure of the testing team wellbeing and that there are scheduled regular breaks of the members involved in testing.	1	4	4	
16	Unauthorised access by members of the public	Stolen or damaged testing kit.	Make sure the standard security procedures are kept and the testing kit is in a secure locked room. The kit will be stored in the office by the main hall.	1	3	3	
17	Uneven surfaces (floor protection in the Testing and Welfare areas)	Risk of falling and tripping over.	Make sure the floor is free of trip hazard. Team leader will assess the whole testing area prior the testing. All involved members of testing team will make sure will not create a trip hazards of any sorts (computer lead...)	1	4	4	
18	Stairs to / from sample processing / registration area and welfare space	Falling from stairs	All testing will take place on the ground floor of the sports hall.			n/a	



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19	Inclement weather	Too cold weather, can affect the temperature in the testing facility	Sports hall temperature may have a problem to achieve a minimum of 15 degrees. As the heating in the hall is minimal. Monitor the temperature at all time and either provide more heaters or move the testing into the other room.	1	3	3	
20	Electrical safety / plant & equipment maintenance Defective electrical equipment	Computers/Laptops/ heaters defective can cause fire . Lighting can cause fall and diffuser fall down . Heating may stop working	<ol style="list-style-type: none"> 1. Make sure to use only portable appliances, which were PAT tested or new and safe. 2. Check the testing site prior testing visually by team leader 3. Make sure the heating is maintained and in good working order. 	1	4	4	
21	Use of shared equipment	Cross contamination can spread the Virus.	<p>Basic Covid rules of handling shared equipment must be applied.</p> <ol style="list-style-type: none"> 1. Avoid sharing if possible. 2. Disinfect touch points prior and after touching it. 3. Hands hygiene. Disinfect hands before and after the shared equipment. 	1	4	4	
22	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 registers their details to a unique ID barcode before conducting the test • Barcodes are attached by trained staff at the sample collection bay <p>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</p>	1	4	4	
23	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within x hrs of registration • Subjects are called for a retest 	1	4	4	
24	The swab sample	Caused damage to health of persons who used provided swabs	Use only swabs provided, check the date, check material it consists	1	4	4	



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	Contain unwanted material						
25	Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO 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 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. 	1	4	4	
26	Members of the testing team (incl. volunteers) are not DBS checked	Safeguarding rules breach, harm to the subjects (children and vulnerable adults)	<p>All the members of the testing team will be DBS checked as per Dfe guidance for regulated activity.</p> <p>https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings</p>	1	4	4	



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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	Covid Coordinator		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator		

Additional Notes

