

Coronavirus Testing Site Risk Assessment

DATE OF ASSESSMENT	March 2021	REVIEW DATE:	July 2021 (or earlier when required)
ASSESSOR NAME/ ROLE:	Anna Owczarek/ Education Manager	VERSION:	2

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

Risk Value = Likelihood of incident multiplied by severity. (Likelihood and Severity graded 1-5 with one being low and five- high)

Potential risk/hazard	Value of Risk (Likelihood X Severity)	Control Measures	Risk Value after Control Measure
Welcome and registration (updated 29.03.21)	8 Medium	<ul style="list-style-type: none"> - Parents/ carers of the pupils aged 11 and above will receive a letter explaining procedures, a privacy notice and permission slip that must be filled in and signed or electronically signed and returned to school. - If a consent form is not completed tests will not be administered. - It is not compulsory for staff or students to be tested but anyone not giving consent will have to self-isolate at home for 10 days if they are a close contact of a positive case. - No more than one staff member/ student should be in the testing area at a time. - On entering the testing site, the temperature will be taken and registered by the trained staff. - All results must be entered into the pre-printed sheet only and should be checked by a second operative before the next test result is recorded. - At the end of testing the result sheet should be checked against the register to ensure the number of tests taken match with the number of staff attending. - Any concerns regarding the testing or recording of results should be reported to the team leader as soon as possible. - The records of and lateral flow device test are confidential and must be kept in a secure place once the results are entered online. Access to the results will be limited to the Covid team. - Lateral Flow Device Test will be carried out according to the Public Health England guidance by the Covid team, swab will be put into pre primed testing tube allocated with a number that relates to the same numbered tray containing the Lateral Flow Device test cartridge. - Covid team will ensure each LFD cartridge has a specific bar code. - Each specific bar code will be written against the person's name taking the test. - After the test the list with names, barcodes and results will be passed on to Covid team leader who will register the results on NHS Test and Trace site. 	2 Low

<p>Transmission of the virus due to poor practice</p>	<p>10 High</p>	<ul style="list-style-type: none"> - Staff and/or pupils who gave consent (their parents/carers gave consent) to the Lateral Flow Device test (LFD test) will make their way to the testing area straight after arriving on school site and will refrain from making any contact with other individuals on site. - One way system will be introduced to ensure the minimal contact between staff and/or pupils who are carrying out the test and leaving the testing site. - Access to hand washing basin, antibacterial soap, water and hand sanitiser will be provided at the entrance to the area. - A member of the Covid team will check the individuals being tested for Covid symptoms and check their temperature. The temperature will be registered on a special form. - If the individuals display Covid symptoms, they will not have the LFD test done. Procedures to isolate and take a PCR test will be followed in compliance with the NHS guidance. - The student or member of staff testing positive will be escorted immediately to the Covid first aid room until they can be collected by parents/ guardian, responsible person or leave site. - The site will be disinfected after each use. - First aiders trained in Covid procedures/arrangements will be available at all times. - All staff are aware of the arrangements in place. All staff have read the risk assessment and regular updates are given in weekly staff briefings and other relevant meetings. - The Senior Leadership Team will be informed, and appropriate arrangements will be put in place to identify other close contacts of the positive case immediately. PHE guidance will be followed. 	<p>6 Medium</p>
<p>Transmission of the virus leading to ill health or potential death.</p>	<p>15 Extreme</p>	<p>Contact between subjects increasing the risk of transmission of COVID-19</p> <ul style="list-style-type: none"> - Asymptomatic: All subjects are advised in advance not to attend school 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 (from 15/02/21 people who have returned from abroad must self-isolate for 10 days in their setting, take a coronavirus test on or before day 2 and on or after day 8 of self-isolating and follow the national restrictions. People who have returned from red list travel ban countries 	<p>6 Medium</p>

must quarantine in a government approved hotel for 10 days, take a coronavirus (COVID-19) test on or before day 2 and on or after day 8 of quarantining and follow the national restrictions).

- Face masks: Staff are informed that they must wear face masks and/or visors in internal communal areas including corridors, dining areas (unless seated and eating/drinking) and in the COVID-19 Lateral Flow Device Testing Area.
- Subjects will need to briefly lower face coverings/masks at the time of swabbing. Face masks should not be removed and placed on the testing table. Compliance with wearing of a face covering/mask is the responsibility of all staff and anyone not adhering (with the exception of those who are exempt from wearing a face-covering) must be reported to a member of the Senior Leadership Team and/or a member of the COVID-19 onsite testing team.
- Bubbles: Social bubbles will be created, wherever possible, for each area of pupils to ensure social distancing. Certain staff will be required to rotate and deliver lessons, cover staff absences and go on transport but will continue to adhere to correct PPE procedures.
- Hand hygiene: All subjects are to use hand sanitiser provided on arrival and adherence to this will be enforced by all staff and the COVID-19 onsite testing team.
- Social distancing: Two metre social distancing is to be maintained between subjects with measured floor markings in place to ensure compliance, in addition to verbal reminders where necessary.
- Movement: A one-way flow of subjects through the onsite COVID-19 Lateral Flow Device Testing Area 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 will take place, including the wipe down of all potential touchpoints in accordance with PHE guidance.

Contact between subjects and members of the COVID-19 Lateral Flow Device Onsite Testing Team increasing the risk of transmission of COVID19

- Training: All members of the COVID-19 Lateral Flow Device Testing Area team i.e. Quality Lead/Team Leader, Test Assistant, Processor, COVID-19 Coordinator, Registration Assistant, Results Recorder and Cleaner have read the

		<p>'COVID-19 National Testing Programme: Training Guide Rapid Testing for Schools and Colleges' presentation. They have also accessed the online training for their specific role and duties and have 'passed' the knowledge assessment at the end of on-line training. As a result, they understand their tasks and responsibilities and are equipped to carry them out effectively. A 'dry run' has been conducted by the team prior to starting testing and there is an ongoing cycle of Quality Assurance, led by the Quality Lead/Team Leader, using the appropriate competency checklist, provided by Public Health England/NHS, for each role. Any concerns with practice will instigate an immediate halt to testing until the concern is addressed and health and safety of all subjects and the testing team can be assured. A weekly record is maintained of checks that have taken place, issues identified and addressed, and lessons learnt.</p> <ul style="list-style-type: none"> - Testing Area Layout: the COVID-19 Lateral Flow Device Testing Area layout has been modelled on recommended layouts within the 'How to Guide' – Rapid Testing in School and Colleges document. - PPE for COVID-19 Lateral Flow Testing Team: All team members will be given, and trained to wear, the appropriate PPE as recommended by Public Health England/NHS for their duties e.g. disposable gloves, disposable plastic aprons, fluid-resistant surgical masks and eye protection (goggles or visors). Those doing sample processing roles need to change gloves after each sample following the appropriate PPE guides. Other PPE should be replaced between test sessions e.g. at the end of the morning session before lunch, except for specific roles. Instructions for applying and removing PPE safely can be found within the 'How to Guide' presentation. 	
Sample taking	6 Medium	<ul style="list-style-type: none"> - Pupils and staff to self-swab following the instructional leaflet provided at the swabbing area. - PECs and social stories will be provided for pre-verbal pupils and those struggling with information processing. - Assistance can be available to assist with the swabbing of the tonsils and nostrils by trained staff 	2 Low
Sample transport	6 Medium	<ul style="list-style-type: none"> - After swabbing of the tonsils and nostrils the swab is placed into a testing vile with number allocated to the person. The person sanitises their hand and leaves the room. - There is an LFD cartridge in its own tray allocated to the person with the same number as the vile. The barcode of the cartridge is written down next to the person's name being tested. The cartridge doesn't leave the tray until test and result 	2 Low

		are completed after 30 minutes and written down next to the name and bar code.	
Sample processing and analysis	10 High	<ul style="list-style-type: none"> - The tester primes the testing vile with 6 drops of testing fluid. - The tester ensures the swab is correctly processed for 10 seconds, then disposes of the swab into a clear bag. - The tester then places 2 drops onto the LFD cartridge allocated and numbered to the test subject. - The time is written on the LFD cartridge to start the 30-minute test period. - The results are written on the special form. - The individual tested is informed on the test results. - The records of any lateral flow device test are confidential and must be kept in secure place once the results are entered online. Access to the results will be limited to the Covid team. 	4 Medium
Sample disposal and waste disposal	8 Medium	<ul style="list-style-type: none"> - Pre-test packaging and general waste will be disposed of as general waste using the existing municipal waste route. - All waste will be disposed of daily from the area and stored in external secure bins. - All areas are to be cleaned after use. - General waste will be disposed of in lidded bins (black bags). - Swabs, cartridges/devices and vials (test tubes) will be disposed of as clinical waste (clear bags) and appropriate arrangements will be made for their collection and disposal. - Used PPE, mopheads, cloths and tissues will be disposed of as offensive waste (usually tiger - yellow and black striped – bag) 	2 Low
Incorrect result communication (wrong samples or miscoding of results)	6 Medium	<ul style="list-style-type: none"> - Every swab sample is allocated a numbered vile and tray with cartridge having its own unique bar code which is written down next to the person's name. - After 30 minutes the test result is written next to the name and bar code. - The results are communicated to the individuals and registered on NHS Test and Trace site by the team leader. - The records of lateral flow device tests are confidential and must be kept in a secure place once the results are entered online. Access to the results will be limited to the Covid team. - Any errors are investigated by the team leader and appropriate action is taken. 	2 Low

<p>Damaged barcode, lost LFD, failed scan of barcode</p>	<p>6 Medium</p>	<ul style="list-style-type: none"> - Staff or student is called for a retest. - The test is recorded as void. - The student or staff member is informed that test is void and the reasons why this may have occurred. 	<p>2 Low</p>
<p>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)</p>	<p>4 Medium</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. - 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 provided in handling potentially biohazardous samples, chemicals and good practice. 	<p>2 Low</p>
<p>Occupational illness or injury</p>	<p>12 High</p>	<ul style="list-style-type: none"> - All staff in school are aware of the risk assessments in place for Coronavirus which includes recognising symptoms and appropriate handling of themselves and others displaying these symptoms. - The COVID-19 Lateral Flow Device Testing Team are all trained for their role and responsibilities, including recognising symptoms and appropriate handling of themselves or others displaying these symptoms. - Staff displaying symptoms are to remove themselves immediately from the test area and school and follow external testing and isolation procedures. 	<p>4 Medium</p>
<p>Manual handling</p>	<p>3 Medium</p>	<ul style="list-style-type: none"> - Any site staff managing large orders (e.g. on pallets) are trained in safe manual handling. - All materials for testing are divided into small lightweight packages. - Information for correct usage is provided. - The risk of any person receiving an injury due to incorrect manual handling is minimised. 	<p>1 Low</p>

<p>Insufficient distancing, contact with students and staff.</p>	<p>12 High</p>	<ul style="list-style-type: none"> - Some support staff will be identified to undertake the administration of the testing. - All staff assisting with testing will be given 1 specific role (as per the handbook). - Staff will receive training via the DfE webinars before undertaking a role in the testing. - Staff will be provided with appropriate PPE (mask/ visor, gloves – see PPE section below). - Staff to be socially distanced. - Staff will have regular breaks. - Clinically extremely vulnerable staff will be home working and will not be part of the testing workforce. - Specific staff will be trained for each role as outlined in the testing handbook 	<p>4 Medium</p>
<p>Unauthorised access by members of the public</p>	<p>3 Medium</p>	<ul style="list-style-type: none"> - The COVID-19 Lateral Flow Device Testing Area is within a secure site with secure entry procedures in place. The registration desk is continually supervised and the room is locked when not in use. - Only authorised access is permitted to the school site. - Visitors wear authorised identification at all times. - Any visitors not DBS checked will be supervised at all times by at least one member of school staff (who are all DBS checked) - The site is secure from non-authorised individuals. 	<p>1 Low</p>
<p>Uneven surfaces (floor protection in the Testing and Welfare areas)</p>	<p>3 Medium</p>	<ul style="list-style-type: none"> - Test site will be chosen in compliance with the NHS guidance. - The Covid testing room will have a flat non-porous washable floor. 	<p>1 Low</p>
<p>Stairs to / from sample processing /registration area and welfare space (updated 29.03.21)</p>	<p>2 Low</p>	<ul style="list-style-type: none"> - No stairs lead to the test site. - Hazard tape is put at the entrance to the area to indicate the step and minimise the risk of tripping. 	<p>1 Low</p>
<p>Inclement weather</p>	<p>6 Medium</p>	<ul style="list-style-type: none"> - In case of severe weather conditions, when it is not possible and/or safe to get to school premises on the day the Covid tests are to be conducted, the testing is to be re-scheduled for the first day staff and/or pupils are back at on site. 	<p>2 Low</p>
<p>Electrical safety / plant & equipment maintenance Defective electrical equipment</p>	<p>6 Medium</p>	<ul style="list-style-type: none"> - External company undertakes electrical safety tests annually. - The company can be contacted any time staff suspects a fault in the equipment. - Any faulty electrical equipment is to be removed from the testing site and stored safely, then passed over to the company representative who will advise further action. - Any damaged/faulty non-electrical equipment is to be removed 	<p>2 Low</p>

		<p>and passed over to the caretaker who will advise further action.</p> <ul style="list-style-type: none"> - There is no 'plant' in the testing area. 	
Use of shared equipment	<p>12 High</p>	<ul style="list-style-type: none"> - Staff working at the testing site will wear PPE in compliance with the PHE guidance. - Shared equipment will be wiped down and sanitised after each use to ensure safety. 	<p>4 Medium</p>
<p>Incorrect result communication Wrong samples or miscoding of results</p>	<p>10 High</p>	<ul style="list-style-type: none"> - Lateral Flow Device test will be carried out according to the Public Health England guidance by the Covid team, swab will be put into pre primed testing tube allocated with a number that relates to the same numbered tray containing the Lateral Flow Device test cartridge. - Covid team will ensure each LFD cartridge has a specific bar code. - Each specific bar code will be written against the person's name taking the test. - Covid team will receive appropriate training in Covid procedures/ arrangements. - Any mistakes will be investigated by Covid team leader and appropriate actions will be taken. - If in doubt, the tests will have to be repeated to ensure everyone's safety. - The records of any lateral flow device test are confidential and must be kept in a secure place once the results are entered online. Access to the results will be limited to the Covid team. 	<p>4 Medium</p>
<p>Damaged barcode, lost LFD, failed scan of barcode Orphaned record on registration portal & No result communicated to individual</p>	<p>10 High</p>	<ul style="list-style-type: none"> - Rule based recall of subjects who have not received a result within half an hour of registration - Subjects are called for a retest - Individuals will be communicated the result within half an hour of registration 	<p>4 Medium</p>
Testing Area	<p>10 High</p>	<ul style="list-style-type: none"> - Testing Site Identified. - Prepare consent forms to gain formal consent for testing and sharing results - Schedule staff and pupil testing - Cleaning the testing area between tests and following PPE contamination protocols - Test site flooring must be non-porous - Test site must be well lit and have good airflow - Registration desk at the first point where test subject would enter the Test site - One-way direction of travel for test subjects. If not possible, enough room should be provided for test subjects to exit room 	<p>4 Medium</p>

		<p>whilst maintaining social distance</p> <ul style="list-style-type: none"> - Test subject chair in the swabbing bay should be minimum of 2m apart - Each swabbing desk must have a processing desk close by – no more than 1m away. Recording desk to be located close by. - Test subjects must not enter area processing area. This should be demarcated. - Clear division between swabbing and processing area. This should be demarcated. Test subjects must not enter the processing area. - Each 'swabbing' and 'processing' desk will have clinical waste receptacles to dispose of PPE, swabs, and cartridges/devices. - Follow other key considerations include social distancing, disability access, and fire safety regulations - Follow the NHS Covid-19 National Testing Programme- Schools and Colleges Handbook 	
Training	8 Medium	<ul style="list-style-type: none"> - Testing staff identified and trained - It is essential that all staff who will conduct Lateral Flow Device testing complete the online NHS Test and Trace training - School needs to ensure that testing staff have access to the training portal. Once access is granted, all staff members are required to watch the training videos and complete the online assessment. An onsite run through to be carried out on the first day of testing 	2 Low
Testing	6 Medium	<ul style="list-style-type: none"> - Testing staff identified and trained, and appropriate PPE provided - Have an agreed upon procedures set for invalid LFD test and any staff or pupils who cannot or refuse to test - Keeping any devices used for registration clean between each use and following measures to prevent contamination at all times. - Undertaking the test- Tests will be undertaken by the students and staff themselves. Trained staff will be available to provide information and assist where needed. Leaflets will be available in the area on how to conduct the test and information given in tutorials. There will be PECs and social stories available for pre-verbal pupils and those struggling with information processing. A test assistant will be on hand to offer guidance and supervise the testing. Mirrors have been provided to help students and staff conduct the test correctly. 	2 Low

Test Analysis	8 Medium	<ul style="list-style-type: none"> - Test analysis will be carried out by the trained staff. - Negative Lateral Flow Device Test Result- Continue with your normal activities until your next test is due. - Positive Lateral Flow Device Test Result- Follow the national guidance and take a confirmatory PCR test, self-isolate until the result of the PCR test is available. - If the PCR test is positive- Complete 10 days self-isolation. All other identified close contacts and household members of this positive case will now also follow the national guidance. - If the PCR test is negative- Continue with your normal activities until your next test is due. 	2 Low
PPE Requirements	6 Medium	<p>All testing staff to wear appropriate PPE:</p> <ul style="list-style-type: none"> • disposable gloves • disposable plastic apron • surgical, fluid resistant face mask <p>All staff working on the testing site will be provided with and will wear appropriate PPE including: apron, fluid resistant surgical mask, visor, and gloves. The majority of the PPE will be used throughout each session; however, gloves will be changed by those staff acting as 'Processor' between each test. The 'Test Assistant' will change their gloves if there is a need to intervene in the swabbing process. All students and staff being tested will wear a mask until they remove it to undergo the actual testing process, after which they will replace the mask. All persons entering the testing site will wash their hands and sanitise them on entry into the area – sanitiser stations will be located around the space.</p>	2 Low
Storage	3 Medium	<p>Secure Storage Facilities Identified</p> <ul style="list-style-type: none"> • Kits can be stored at room temperature: • Store extraction solution at 2-30°C • Store the test cartridge at 2-30°C <p>The tests are stored in the First Aid which is well ventilated and maintains the correct heating temperature. The room is locked and only designated staff have access to it outside the testing times.</p>	1 Low
Insufficient cleaning or proper procedures not followed.	8 Medium	<ul style="list-style-type: none"> - To undertake cleaning, staff must wear appropriate PPE. - The sampling area must only be cleaned when it is not being used or after a spillage. - Cleaning will follow public health guidelines. - Frequently touched surfaces will be cleaned at the end of each session, including before or after the working day. - Cleaners have been fully trained in the process and are fully aware of their role. 	4 Medium

		<ul style="list-style-type: none">- Where spillages (including bodily fluid spillages) have occurred, areas will be thoroughly cleaned and disinfected, with staff following government cleaning guidelines	
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Version:	Date of review:	Date of issue:	Reviewed by:	Signed:
1	22/01/21	22/01/21	Anna Owczarek	
2	29/03/21	29/03/21	Anna Owczarek	