

## Stover School Risk Assessment: Rapid Testing in Schools

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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	01/01/2021	Headteacher	Richard Notman	Chairperson	Stewart Killick	Covid Co-ordinator	Helen Notman
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Stover School						
<b>Activities Involved</b>	Traversing the site on foot Testing staff and pupils					<b>Location</b>	Pavilion
<b>Who Might be affected</b>	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				Probability	Severity	Risk	
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"> <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 10 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 by subjects 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 / security 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> <li>• A one way flow within the room to be maintained through the building is to be controlled entry and exit through pavilion door. Compliance with this is to be ensured by testing 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;</li> <li>• No physical handing of documents or other items to subjects except barcodes and test kits</li> </ul>	1	4	4	1&2
	Contact between		<ul style="list-style-type: none"> <li>• All test centre staff to be trained as per the Government guidance</li> </ul>	1	4	4	1&2

2	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"><li>• All test centre staff to wear PPE appropriate to the allocated role</li><li>• No physical handling of documents or other items to subjects except barcodes and test kits</li><li>• Test centre staff to change clothing before returning home</li></ul>				
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3	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <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> </ul>	2	3	6	
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4	Damaged barcode, lost LFD, failed scan of barcode	Unaccounted 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 24hrs of registration</li> <li>• Subjects are called for a retest</li> </ul>	2	2	4	
5	Extraction solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (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"> <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 to staff involved in processing tests, as per government guidance.</li> </ul>	2	1	2	
6	Occupational illness or injury		<ul style="list-style-type: none"> <li>• All employees to follow safe working practices as per the Whole School Health and Safety Policy.</li> <li>• Testing staff to have appropriate breaktimes and lunchtimes.</li> </ul>	3	3	9	
7	Manual handling		<ul style="list-style-type: none"> <li>• Follow manual handling policy and training as per the Whole School Health and Safety Policy.</li> </ul>	2	4	8	
8	Unauthorised access by members of the public	Access to testing kits; safeguarding concerns; GDPR	<ul style="list-style-type: none"> <li>• Residential staff on site 24/7</li> <li>• Follow site security procedures (lock-up)</li> <li>• Site CCTV and gated site</li> </ul>	2	2	4	
9	Uneven surfaces (floor protection in the Testing and Welfare areas)	Potential trip hazard	<ul style="list-style-type: none"> <li>• Trip hazards to be identified as needed</li> </ul>	2	4	8	

10	Stairs to / from sample processing / registration area and welfare space	Falling down stairs	<ul style="list-style-type: none"><li>• Ramp access to the test centre</li><li>• Clear signage of stairs</li></ul>	2	3	6	
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11	Incllement weather	Risk to individuals re wind or precipitation	<ul style="list-style-type: none"> <li>Site team to follow Whole School Health and Safety Policy in case of extreme weather</li> </ul>	2	2	4	
12	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Risk of electric shock	<ul style="list-style-type: none"> <li>Electrical equipment and circuitary tested as per the Whole School Health and Safety Policy</li> <li>PAT Testing of individual items</li> </ul>	2	3	6	
13	Use of shared equipment	Risk of COVID-19 transmission	<ul style="list-style-type: none"> <li>All equipment to be wiped down using disinfectant wipes by those leaving the equipment and new users of equipment</li> <li>Users to sanitise hands before using equipment</li> </ul>	2			

<b>Control Improvements</b>				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all staff	Covid Co-ordinator	04.01.2021	04.01.2021
2	Quality control measures re testing centre site and testing/recording to be completed as per the guidance	Covid Co-ordinator	04.01.2021	04.01.2021

<b>Additional Notes</b>



## 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	Richard Notman (Headteacher); Helen Notman (Covid Co-ordinator) Stewart Killick (Chair of Governors)
Signature of Headteacher & Chair of Governors	

**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		
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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	Supervisor's Name	Date	Employee Name	Signature	Supervisor's Name	Date
Helen Notman		Ben Noble	04.01.2021	Ben Noble		Helen Notman	04.01.2021
Jeremy Stone		Helen Notman	04.01.2021	Charlotte Shuttleworth		Helen Notman	04.01.2021
Helen Symons		Helen Notman		Kirsty Porter		Helen Notman	
Teresa Craven		Helen Notman		Mark Halse		Helen Notman	
Emma Schramm		Helen Notman		Lewys Ryan		Helen Notman	
Carla Bargewell		Helen Notman		Louise Faulkner		Helen Notman	
Mandy Jenkins		Helen Notman					
VOLUNTEERS	Signature	Supervisor's Name	Date	Volunteers	Signature	Supervisor's Name	Date
Helen Griffin		Helen Notman					
Joanna Webber		Helen Notman					
Christine Lukies							