

## Parkwood Hall Co-operative Academy 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	04/01/2021	Principal	Anna Mansaray	Joanne Nyland-Fink	Covid Co-ordinator
Activity / Task					
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Parkwood Hall Co-operative Academy				
Activities Involved	Traversing the site on foot / Testing staff and pupils		Location	Main Hall	
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓

## Hazard Identification and evaluation

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	<p><b>Asymptomatic:</b> All staff/students 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.</p> <p><b>Face masks:</b> Prominent signage reminding everyone attending the school of the above to be displayed at the entrance to the building.</p> <p>Face coverings/masks to be worn by staff at all times whilst on the premises except for brief lowering at time of swabbing.</p> <p>Requirement to wear face covering/mask to be reminded to all staff in advance at time of test booking.</p> <p>Compliance with wearing of face covering/mask of all staff to be visually checked on arrival by registration staff</p> <p>Compliance with wearing of face covering/mask of all staff to be visually checked through building by queue managers and all other staff. <b>Need to do this</b></p> <p><b>Hand hygiene:</b> All staff to use hand sanitiser provided on arrival&amp; adherence to this enforced by registration staff.</p>	1	4	4	1&2

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				Probability	Severity	Risk	
			<p><b>Social distancing:</b> Two metre social distancing to be maintained between staff with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from registration &amp; sampling staff.</p> <p>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.</p> <p><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>Limited clutter - chairs only on request;</p> <p>No physical handing of documents or other items to subjects except barcodes and test kits</p>				
2	Contact between students and staff increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	All test centre staff to be trained as per the Government guidance	1	4	4	1&2
			<p>All test centre staff to wear PPE appropriate to the allocated role</p> <p>No physical handling of documents or other items to subjects except barcodes and test kits</p>	1	4	4	1&2
3	Incorrect result communication	Wrong samples or miscoding of results	<p>The staff member registers their details to a unique ID using the electronic device available at registration desk</p> <p>Barcodes are attached by trained staff at the sample collection bay</p>	1	3	3	

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			Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station				
4	Damaged barcode, lost LFD, failed scan of barcode	Unaccounted record on registration portal & No result communicated to individual	Rule based recall of staff/students who have not received a result within 24hrs of registration Staff/students are called for a retest	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	<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. <b>Environmental:</b> do not let product enter drains <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  Do not use if the solution has expired Training to be provided to staff involved in processing tests, as per government guidance.	2	1	2	

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
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		medical conditions aggravated by exposure.					
6	Occupational illness or injury		All employees to follow safe working practices as per the Whole School Health and Safety Policy. Testing staff to have appropriate breaktimes and lunchtime	3	3	9	
7	Manual handling		Follow manual handling policy and training as per the Whole School Health and Safety Policy.	2	4	8	
8	Unauthorised access by members of the public	Access to testing kits; safeguarding concerns; GDPR	Residential staff on site 24/7 Follow site security procedures (lock-up) Site CCTV and gated site All testing kits to be locked in secure storage cabinet	1	2	2	
9	Uneven surfaces (floor protection in the Testing and Welfare areas)	Potential trip hazard	Trip hazards to be identified as needed	1	2	2	
10	Stairs to / from sample processing / registration area and welfare space	Falling down stairs	Ramp access to the test centre Clear signage of stairs	N/A	N/A	N/A	
11	Inclement weather	Risk to individuals re wind or precipitation	Site team to follow Whole School Health and Safety Policy in case of extreme weather	N/A	N/A	N/A	

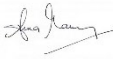
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
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12	Electrical safety / plant & equipment maintenance Defective electrical equipment	Risk of electric shock	Electrical equipment and circuitry tested as per the Whole School Health and Safety Policy PAT Testing of individual items	1	2	2	
13	Use of shared equipment	Risk of COVID-19 transmission	All equipment to be wiped down using disinfectant wipes by those leaving the equipment and new users of equipment Users to sanitise hands before using equipment	2	2	4	

## 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	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

## 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	Anna Mansaray/Joanne Nyland-Fink/
Signature of Headteacher & Chair of Governors	

# RISK

Likelihood	Severity	Risk control strategies
<p><b>Rare</b>, will probably never happen/recur</p> <p><b>Unlikely</b>, do not expect it to happen, but is possible</p> <p><b>Possible</b>, Might happen</p> <p><b>Likely</b>, will probably happen</p> <p><b>Almost Certain</b>, will undoubtedly happen</p>	Negligible Minor Moderate Major Critical	<p><b>Intolerable</b> – stop activity, take immediate action to reduce the risk</p> <p><b>Substantial</b> - Take action within an agreed period</p> <p><b>Tolerable</b> – monitor the situation</p> <p><b>Trivial</b> – No action required</p>

		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



## 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



Employee Name	Signature	Supervisor's Name	Date