


Risk Assessment – COVID Lateral Flow Testing



Risk Assessment	This risk assessment has been compiled to minimise the risks highlighted and be compliant with all known legislation at the time of completion. This risk assessment should be read in conjunction with the Trust's COVID Risk Assessment.			
Site:	Rainhill High School - Gym			
Identified Risks:	General and clinical activities on the asymptomatic testing site at Rainhill High School			
Agencies Consulted	<ul style="list-style-type: none"> • NHS • Public Health England • DfE 			
Date of assessment	11/01/2021	Approved by:	R.Owens	Review date: 01/01/2021
Version Number	2			
Queries	Any queries regarding the content of this risk assessment should be directed to Mr.Owens (Rob.Owens@rainhillhigh.org.uk)			

Who Might be affected (Subjects)	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓
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Risk Assessment – COVID Lateral Flow Testing

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	<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 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Staff screening and risk assessment: • All Testing Staff to have a test completed daily pre the testing of other staff or pupils to ensure any increased vulnerability is addressed. • All results of the tests must follow the complete recording process as per the training. • All Employees provided with clear guidelines to not to come to work if unwell; • Pupil Testing: • No pupil will be subject to testing without parental/guardian consent • All Pupils provided with clear guidelines to not to come to school if unwell. • Face masks: • Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. 	1	4	4	

Risk Assessment – COVID Lateral Flow Testing

			<ul style="list-style-type: none"> • 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 visual reminders in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. • 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 PCR test kits for first 200 subjects 				
2	Contact between subjects and staff increasing the risk of transmission of COVID19 :	Transmission of the virus leading to ill health or potential death	Centre staff who are in close proximity of test subjects will wear Surgical gloves, Face mask and apron	1	4	4	

Risk Assessment – COVID Lateral Flow Testing

	Welcome & registration						
3	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	Centre staff who are in close proximity of test subjects will wear Surgical gloves, Face mask and apron	1	4	4	
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	Test centre runner will wear surgical gloves, face mask and apron.	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	<p>Site:</p> <ul style="list-style-type: none"> • Sample testing to be conducted in a dedicated, uncluttered, well lit and well ventilated environment. • Restricted access to testing area with only personnel with pre-approval allowed to stay/enter. <p>Training & protocols:</p> <ul style="list-style-type: none"> • Testers will have rigorous training prior to commencing and regular training covering safe sample handling in accordance with guidelines. • Testing staff are to follow the detailed testing protocol without deviation. • During the extraction phase of the testing, the swab and extraction tube are to be held at arm's length to minimise the likelihood of contact with any droplets of extraction fluid. <p>PPE:</p> <ul style="list-style-type: none"> • Samplers to wear PPE as per SOP. • All personnel in sample processing station are to be in full PPE (mask, gloves, apron, visor) at all times when sample testing is being conducted. • Testing staff are required to change their PPE, if damaged, 	1	4	4	

Risk Assessment – COVID Lateral Flow Testing

			<p>contaminated or if there are any concerns regarding possible contamination.</p> <ul style="list-style-type: none"> • Full compliance with PPE donning and doffing procedures are to be ensured. <p>Cleaning:</p> <ul style="list-style-type: none"> • All surfaces which have been contaminated or potentially contaminated, are wiped down with an appropriate disinfectant between samples in addition to regular cleaning. This included pens for marking LFDs and electronic devices. • School to have written deep cleaning strategy in place to be communicated with relevant staff <p>Waste disposal:</p> <ul style="list-style-type: none"> • All contaminated or potentially contaminated items are to be properly disposed in accordance with waste management guidance. (All PPE to be placed in Yellow and Black Striped tiger sacks, All Testing Kit waste to be placed in Plain Yellow Sacks, All General Waste to be placed in Black Sacks) • All,bags to be stored securely on site and placed, separately, in bins provided. 				
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	<p>Site:</p> <ul style="list-style-type: none"> • Sample testing to be conducted in a dedicated, uncluttered, well lit and well ventilated environment. • Restricted access to testing area with only personnel with pre-approved personnel allowed to stay/enter. <p>Training & protocols:</p> <ul style="list-style-type: none"> • Testers will have rigorous training prior to commencing and regular training covering safe sample handling in accordance with guidelines. • Testing staff are to follow the detailed testing protocol without deviation. 	1	4	4	

Risk Assessment – COVID Lateral Flow Testing

			<p>PPE:</p> <ul style="list-style-type: none"> • Samplers to wear PPE as per SOP. • All personnel in sample processing centre are to be in full PPE (mask, gloves, apron, visor) at all times when sample testing is being conducted. • Testing staff are required to change their PPE, if damaged, contaminated or if there are any concerns regarding possible contamination. • Full compliance with PPE donning and doffing procedures is to be ensured. <p>Cleaning:</p> <ul style="list-style-type: none"> • All surfaces which have been contaminated or potentially contaminated, are wiped down with an appropriate disinfectant between samples in addition to regular cleaning. This included pens for marking LFDs and electronic devices. • School to have written deep cleaning strategy in place to be communicated with relevant staff <p>Waste disposal:</p> <p>After the sample has been used and barcodes have been scanned for reporting purposes, disposal of swab(s), tubes and sample transport bags must be disposed in accordance with waste management guidance.</p>				
7	Test being carried out without consent	Test being undertaken without consent	<ul style="list-style-type: none"> • Registration personnel to check person has consent in place, if under 16 years of age, by: <ul style="list-style-type: none"> ○ Verballing asking for confirmation from the person being tested ○ Checking the 'consent' database for confirmation that a valid consent form has been received 	1	3	3	
8	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	

Risk Assessment – COVID Lateral Flow Testing

9	<p>Damaged barcode, lost LFD, failed scan of barcode</p>	<p>Orphaned record on registration portal & No result communicated to individual</p>	<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within 24 x hrs of registration • Subjects are called for a retest 	1	4	4	
10	<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>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</p>	<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	

Risk Assessment – COVID Lateral Flow Testing

		aggravated by exposure.				
11	Occupational illness or injury	<p>Back complaints including lower, upper and shoulder, causing pain and discomfort. Strains to the wrists and ankles;</p> <p>Visual fatigue & Headaches;</p> <p>Mental/Physical Stress</p>	<p>Back:</p> <ul style="list-style-type: none"> • Provide a suitable chair and compatible work station layout to maintain a physically supportive work place. • Organised and scheduled rest breaks to be implemented or changes in activity to help prevent fatigue. • Personal effects and belongings are not to be stored under the work station. All personal effects are to be kept within the personnel locker/personnel welfare locations. • The cleaning down of equipment will be observed: Personnel are to clean down their own personal effects and will not be permitted to share office items between personnel employed, the items requiring cleaning will be listed within the specific risk assessment provided, this may include, computers, key boards, mice, desks and communal areas, this list is not exhaustive. <p>Visual:</p> <ul style="list-style-type: none"> • Ensure the work station is correctly laid out and the computer screen positioned to prevent any glare. • Where the above is not practicable anti-glare screens are to be provided. • Provide provisions for the testing of an employee's eye sight when using Display Screen Equipment, upon request from the user. • Regular rest breaks to be maintained with personnel permitted to have access to open air and clean spaces to minimise the impact on mental health or increased levels of stress, in the form of external terraces and roof gardens, maintaining social distancing of 2 metres at all time, where safe arrangements in place. 	1	4	4

Risk Assessment – COVID Lateral Flow Testing

			<p>Physical/Mental Stress:</p> <ul style="list-style-type: none"> • Provide a suitable chair and compatible work station layout to maintain a physically supportive work place. • Ensure suitable and sufficient training for all Personnel members using display screen equipment. • Regular rest breaks to be maintained with personnel permitted to have access to open air and clean spaces to minimise the impact on mental health or increased levels of stress. 				
12	Manual handling	Injury caused by incorrect manual handling techniques. Attempting to lift beyond capability.	<ul style="list-style-type: none"> • All materials are divided in to small light weight packages. • Information provided. 	1	4	4	
13	Unauthorised access by members of the public	Members of the public unfamiliar with the environment.	<ul style="list-style-type: none"> • Only authorised access permitted to the building. • Reception manned at all times. • Only persons with RHS ID cards permitted to enter. 	1	4	4	
14	Damage to property Theft Unauthorised access by members of the public	Possible contamination of green zones, theft, damage to property	<ul style="list-style-type: none"> • Inspection of test area prior to opening • Entry to the testing centre contingent on presenting a St Helens Council ID or pupil pass. • All entry / exit points secured every night • All Test Kits, PPE, consumables and other valuable items stored within the testing area. 	1	3	3	
15	Slips, trips and falls	Cuts, contusions, impact injuries	<ul style="list-style-type: none"> • Site surveyed and assessed for suitability of use prior to set up. • If staff become aware of temporary trip hazards, if possible they should resolve the issue themselves with 	1	3	3	

Risk Assessment – COVID Lateral Flow Testing

	Uneven surfaces (curbs, potholes etc.)		<p>signage as an interim measure and report the issue to the site Supervisor / Manager, so the issue can be addressed. The hazard should be clearly identified using suitable warning markings (cones).</p> <ul style="list-style-type: none"> • Suitable footwear to be worn by site staff • Staff briefed not to run up / down the stairs 				
16	Adverse Weather	<p>Cuts, contusions, impact injuries</p> <p>Hypothermia</p> <p>Dehydration</p> <p>Sun stroke</p>	<ul style="list-style-type: none"> • The main test site is situated indoors providing the majority of Test Staff and Employees and Pupils shelter from inclement weather. 	1	3	3	
17	<p>Electrical safety / plant & equipment maintenance</p> <p>Defective electrical equipment</p>	<p>Failure of equipment due to poor maintenance</p> <p>Electric shock from faulty equipment</p>	All equipment in the sports hall is either within twelve months of purchase or has an in-date PAT certificate/test label.	1	4	4	
18	Use of shared equipment	Cross contamination of equipment increasing the possibility of COVID transference.	There is to be no shared equipment. Where tables/chairs etc. have been used by other persons, they are to be disinfected between users.	1	4	4	
19	Test subjects unfamiliar with surroundings	Test subjects crossing in to sterile areas.	<ul style="list-style-type: none"> • Individual guidance provided from test station staff. • Floor signage to provide direction. 	1	4	4	





















Risk Assessment – COVID Lateral Flow Testing

20	Fire alarm activation	Persons unfamiliar with “Actions in the event of fire”	Pre-work briefing on “Actions in event of fire” provided.	1	4	4	
21	Aggressive Employees or Pupils being tested	Cuts, contusions, psychological injuries	<ul style="list-style-type: none"> If during testing Employees and Pupils become aggressive with Testing Staff and spits at or on them, they should immediately wash the affected area(s) with soap and water thoroughly. The incident should be promptly reported to the police as an aggravated assault and must be reported following company procedure. The incident must be recorded as an incident by reporting this to the site manager 	1	3	3	
22	Use of shared welfare and toilet facilities	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> The facilities provided for Testing Staff use including any locker room must be kept in a clean and tidy fashion with personal affects kept within the lockers/areas assigned, provision to assigned on as need basis. Where possible, personnel are not to leave the building to take their breaks, or travel to purchase food stuffs from offsite retail outlets. Personnel are advised to bring in a pre-prepared meal from home that does not need heating and should also bring in their own reusable drinking vessel. Personnel are advised against using communal cups / plates / cutlery etc. Where personnel use such items from home they must be washed, dried and removed from the welfare provision area after use. Breaks are to be staggered to reduce the number of people using the welfare provisions at the same time. Breaks to be taken in designated areas maintaining social distancing rulings of 2 metres apart, with good levels of housekeeping being maintained by all to prevent the spread of the virus. External rest break areas will be made available if possible eg. roof gardens / terraces with social distancing applied. 	1	3	3	

Risk Assessment – COVID Lateral Flow Testing

			<ul style="list-style-type: none"> • Personnel are to clean down the welfare provisions upon finishing their scheduled break using the provisions provided. • Personnel must thoroughly wash their hands before and after each break, and use of the toilet. Do not use toilet area whilst other persons are using cubicles provided. • Personnel must not share or pass around personal items (e.g. cigarettes, food, drink, newspapers, phones etc.). • The welfare provisions must be kept well ventilated at all times. • Any personal items of food stuffs must be thoroughly washed with hot soapy water once personnel arrive home. 				
23	DBS checked staff	Staff not having undergone an enhanced DBS check coming into contact with persons under the age of 16	<ul style="list-style-type: none"> • All testing staff (both volunteer workforce and those contracted from external agencies) to have undergone an enhanced DBS check with a satisfactory outcome for the purpose of working with young people • Evidence of satisfactory check to be provided to, and checked by, the school • Those staff who have not undergone an enhanced DBS check to be supervised at all times by a member of staff who has undergone one • Member of school staff to be present for the duration of testing 	1	4	4	

Personal Protective Equipment to be used (Insert ✓)

																			
Air Fed Helmet	Face Visor	Goggles X	Safety Glasses X	Ear Defender	Safety Boots	Safety Shoes	Head Protection	Hair Net/Chef Hat	Overall	Hi-Viz	Apron/Tabard X	White /Chef Coat/	Half Respirator	Respirator	Dust Mask	Face Mask X	Harness/Lanyards	Rubber Gloves	Hand Protection X
Other:																			

Risk Assessment – COVID Lateral Flow Testing

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

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: Rob Owens (RHS – COO) & Ashely Bimpson (RTriibe – Team Leader)

Signature of Lead Assessor

Date 11/01/2020