



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	08/01/21	Lead Assessor	N Holloway	Contract		Assessment Number	
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	<p>General and clinical activities on the asymptomatic testing site at Wildern School. Wildern is a large community school of 1950 students and approximately 250 staff. The site is very compact and very busy with extensive students and staff movement.</p> <p>The location for the testing is a lecture theatre that can operate an in and out route. We can due to size only operate 6 testing stations. The layout has allowed for appropriate distance between testing bays and has followed one of the proposed layouts suggested.</p> <p>A route through the space has been clearly indicated on the floor for all to follow. Those involved in the testing have access to toilet and handwashing facilities.</p>						
<b>Activities Involved</b>	<p>All students and staff who have consented will be offered a lateral flow test. This will operate on a rota basis throughout the school day with one test followed by a second test scheduled between 3 to 5 days apart. The schedule given the numbers if the majority of the school community are tested will take approx three and half weeks to complete.</p> <p>In this location the tests will be proposed by trained volunteers and then recorded. All parts of the testing schedule will take place in one location.</p>				<b>Location</b> <b>The Wave lecture Theatre Wildern School</b>		
<b>Who Might be affected</b>	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 = low, 2 = Med, 3 = High	

1	Contact between subjects (Staff and Students) 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> <ul style="list-style-type: none"> <li>- 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.</li> </ul> </li> <li>• <b>Face masks:</b> <ul style="list-style-type: none"> <li>- Prominent signage is in place around all areas of the site regarding the expectations of wearing face coverings while on the school site.</li> <li>- Face coverings/masks must be worn by all staff, students and visitors at all times whilst moving around the school site and within the buildings, except for brief lowering at time of swabbing.</li> <li>- Students and staff are reminded of the requirement to wear face covering/mask in advance at time of test booking.</li> <li>- Compliance with wearing of face covering/mask of all will be visually checked on arrival by reception and duty staff. This includes while waiting in the queue prior to testing.</li> </ul> </li> <li>• <b>Hand hygiene:</b> <ul style="list-style-type: none"> <li>- All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by staff.</li> </ul> </li> <li>• <b>Social distancing:</b> <ul style="list-style-type: none"> <li>- Two metre social distancing will be maintained between students and staff with measured floor markings in place to ensure compliance in addition verbal reminders if necessary will be issued by duty staff.</li> <li>- 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 duty staff.</li> <li>- <a href="#">screen dividers are in place between each swabbing station.</a></li> </ul> </li> <li>• <b>Cleaning:</b> <ul style="list-style-type: none"> <li>- Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance will take place. Each tester will be responsible for wiping down their testing station after each test. Any rubbish will be placed in their waste bin, this includes any changes to PPE during this time such as gloves. Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and LFD est kits.</li> <li>- During breaks all floor areas will be mopped and changes to PPE will take place.</li> <li>- At the end of each day the space will be fog cleaned using a fogging/atomiser machine <a href="#">with an alcohol based hand sanitiser solution, face masks are worn when operating the atomiser</a> and all waste bins will be emptied or as required.</li> <li>- Floors will be mopped during breaks and at the end of each day using a disposable mop.</li> </ul> </li> </ul>	2	3	2	
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2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome &amp; registration</u>	Transmission of the virus leading to ill health or potential death	<b>Welcome and Registration:</b> <ul style="list-style-type: none"> <li>- All students and staff being tested will queue outside of the testing centre following the 2 metre spacing rules.</li> <li>- The rotas will limit numbers of subjects by class so this does not become overly congested.</li> <li>- All face coverings will be worn by all students and staff including those administering the process.</li> <li>- All students and staff will sanitise their hands on entering the registration area.</li> <li>- During registration limited handling of documents apart from the barcode cards, these will be placed on the desk for the student or staff member to take with them as part of the test process. No one else other than the administrator and subject will handle this card. The barcode for the LFD test device will only be handled by the tester and processing table, all will be wearing regulation gloves.</li> </ul>	2	3	2	
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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	<b>Sample Taking:</b> <ul style="list-style-type: none"> <li>- Each testing station will be manned by a trained volunteer. They will wear full PPE (Mask, visor, apron, two pairs of regulation gloves) Prior to applying PPE testers will thoroughly wash their hands as trained and sanitize.</li> <li>- Prior to testing each Tester will wipe down their station and ensure the required equipment is in place. (Tissues, hand sanitizer, mirror, torch, disinfectant wipes, swabs, testing fluid and vials, large waste bin)</li> <li>- The subject will take a seat and sanitise hands. A full explanation will be given.</li> <li>- The Tester will unseal the testing swab and hand it to the subject avoiding touching the swab itself. During this process there will be no contact with the subject simply directions and support with applying light to the back of the subjects throat.</li> <li>- The tester then takes the swab from the subject and adds it to the vial with the buffer solution. They will process the swab (as trained to do) remove the swab and dispose of, seal the vial and hand it to the processing table with the barcode.</li> <li>- The tester will then pass the sealed vial and barcode to the processing desk</li> <li>- The subject is then directed to the recording desk to register their barcode on the schools tracking system</li> <li>- The Tester will then wipe down the testing station using the wipes, remove any debris left such as tissues. The top layer of gloves are removed and then changed ready for the next subject.</li> </ul>	2	3	2	
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			<ul style="list-style-type: none"> <li>- Subjects will follow the marked exit route out of the building. On exiting the building, they will sanitize their hands.</li> </ul>				
4	Contact between sample and tester increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	<b>Sample Transport:</b> <ul style="list-style-type: none"> <li>- The vial is placed in the rack and handed to the processing desk located behind. Care is taken that this is done swiftly and safely.</li> <li>- The subject has no part in this process and should be asked to move from the testing station once the sample has been handed to the recording desk</li> </ul>	1	3	1	
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Transmission of the virus leading to ill health or potential death	<b>Sample Processing:</b> <ul style="list-style-type: none"> <li>- The processor prior to starting will wash their hands as directed and sanitize.</li> <li>- They then apply the PPE provided (Mask, visor, apron, two pairs of regulation gloves)</li> <li>- Prior to receiving vial each station must be wiped down by the processor who then must check that all the equipment provided is on the desk. This should also be wiped down prior to use. This includes (Wipes, sanitizer, vials, test tube racks, LFD devices, clocks, permanent markers, waste bin)</li> <li>- When the processing has been completed the station is wiped down again to avoid any cross contamination. This process is repeated each time a new swab is being processed.</li> </ul>	1	3	1	
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	<b>Sample Disposal:</b> <ul style="list-style-type: none"> <li>- Once the test LFD has been passed back to the recording table the result and barcode is recorded on the internal data spreadsheet. and uploaded to <a href="http://log-coronavirus-test-site-result.service.gov.uk/">http://log-coronavirus-test-site-result.service.gov.uk/</a></li> <li>- If the test is negative dispose of the testing equipment in the domestic waste and continue your normal activity. If the test is positive you should double bag the test equipment including the testing solution and store it safely for 72 hours before you dispose of it in the household waste.</li> <li>- The recorder should then wipe down their station and then change their gloves with new pair.</li> </ul>	1	3	1	

7	Incorrect result communication	Wrong samples or miscoding of results	<b>Managing Barcoding:</b> <ul style="list-style-type: none"> <li>- Only two identical barcodes will be issued to the subject at registration one will be fixed to the subject's personal card and one loose for the processing desk. Any additional barcodes will be marked as void at the registration desk with a black marker pen. to avoid any mistakes.</li> <li>- The registration desk will check that the two barcodes match prior to handing them to the student or staff member</li> <li>- The tester will pass the loose barcode with the swab to the processing desk.</li> <li>- Barcodes will be attached by trained staff at the processing desk to the LFD device prior to processing the swab to ensure that each barcode matches the subject's sample. This process must be done one at a time to avoid any muddling of the barcodes</li> <li>- The LFD is marked with a V, + or - and passed back to the recorder who will check the result, this needs to be done within the 30 minute timeline</li> <li>- The subject registers their details to a unique ID barcode after conducting the test which will have been registered by the registration desk prior to the test.</li> </ul>	2	3	2	
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8	Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), $\text{NaCl}$ (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.	<b>Extraction Fluid Handling:</b> <b>PPE:</b> <ul style="list-style-type: none"> <li>- Nitrile gloves will be provided which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution.</li> <li>- Face masks and visors provided and approved under appropriate government standards will be worn at all times when handling the extraction solution.</li> <li>- Aprons will be worn to protect the body and clothing from splashes or spillages.</li> </ul> <b>• Environmental:</b> <ul style="list-style-type: none"> <li>- The solution will be appropriately disposed of using the waste bins.</li> </ul> <b>• Spillages:</b> <ul style="list-style-type: none"> <li>- If the solution is split, surfaces will be wiped down and the cloth or wipes used will be disposed of in the waste bins.</li> <li>- Solution that has expired will not be used, this will be checked prior to the testing process.</li> <li>- All processing volunteers will undertake the online training and will adhere to guidelines in these training procedures to prevent improper handling.</li> </ul>	1	1	1	
9	Manual handling		<ul style="list-style-type: none"> <li>- Any staff involved in moving any heavy items will receive training if applicable.</li> </ul>	1	2	1	

10	Unauthorised access by members of the public		<b>Site Access:</b> <ul style="list-style-type: none"> <li>- The school site operates a strict signing in protocol inline with safeguarding guidance.</li> <li>- No unauthorised persons are authorized onsite and in the current COVID climate are not permitted on site without prior appointment. There is a strict signing in protocol</li> <li>- All staff wear identity badges at all times.</li> </ul>	1	3	1	
11	Uneven surfaces (floor protection in the Testing and Welfare areas)		<b>Appropriateness of Facilities:</b> <ul style="list-style-type: none"> <li>- All facilities will be checked at the start of each day by the site staff</li> <li>- Any concerns will be addressed by the site team prior to testing, this will include the outside areas where students and staff que prior to registration.</li> </ul>	1	1	1	



12	Inclement weather		<b>Weather:</b> <ul style="list-style-type: none"> <li>- The testing area is fully weatherproof and will not affect the testing process, heat levels will be maintained and checked by the site team prior to testing.</li> </ul>	3	2	1	
13	Electrical safety / plant & equipment maintenance  Defective electrical equipment		<ul style="list-style-type: none"> <li>- <b>All equipment used will be subject to statutory tests inline with the schools policy.</b></li> </ul>	1	3	1	
14	Use of shared equipment		<b>Equipment:</b> <ul style="list-style-type: none"> <li>- All volunteers will be provided with their own PPE which will not be shared with any other colleague and will be disposed of in the waste bins provided. after each session</li> <li>- Each testing station will be manned by one individual and the equipment at each station will only be handled by them and cleaned by them during and after each session</li> </ul>	1	1	1	

			<ul style="list-style-type: none"> <li>- After each testing session all equipment will be wiped down and at the end of each day the room will be fog cleaned using the fogging machine.</li> </ul>				
15	Students not being tested 3-5 days apart	Not picking up asymptomatic students quickly enough	<ul style="list-style-type: none"> <li>- 92% of students have been given consent and are being tested. However there is another 8% of students who are due to start face to face lessons/ in lessons not being tested.</li> <li>- To be able to get through all students within one week and ensure that everyone with consent has had a negative result meant that we needed to complete a Year group per day for 3 weeks.</li> <li>- The belief is that students being tested once every 7 days and being in school was preferable than having some students in and tested and others having to stay at home working remotely until we could test them within the time scale.</li> <li>- Students will still get 3 tests before moving to home testing and will be able to administer their tests themselves whilst at home which was part of the reasoning for 3 tests. It also means that students will still be identified should they be asymptomatic during this time.</li> </ul>	1	1	1	



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	Top tips will be shared with the testing team at the end of each day with as part of a daily debriefing re lessons learnt etc....	Covid Coordinator		


#### Additional Notes

All aspects of this risk assessment will be regularly reviewed. The first review will take place once the first cohort of students and staff have been tested. Any areas identified as a concern will be addressed prior to the next testing round and the risk assessment will be amended. This will be communicated to all staff/volunteers involved in the process.

**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	MI Litton, C Oakley, N Holloway		
Signature of Lead Assessor	N Holloway	Date: 8-1-21	



**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
2/2/2021	Changes to '1 Cleaning' further to information from HSE regarding respiratory risk when operating fogging/misting machines.	Naomi Holloway	Naomi Holloway					
26/2/21	screen dividers are in place between each swabbing station.	Naomi Holloway	Naomi Holloway					
12/3/21	Addition of students not being tested 3-5 days a part on return from lockdown	C Oakley	C Oakley					

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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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	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date
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Alison Neasom	Alison Neasom		11/01/2021	Lisa Richards	Lisa Richards		13/1/21
Jennifer Spraggs	Jennifer Spraggs		11/01/21	Kate Stride	Kate Stride		14/1/21
Matt Holdaway	Matt Holdaway		11/01/21	Naomi Holloway	Naomi Holloway		11/01/21
Steve Richardson	Steve Richardson		11/01/21	Rosy Tyler	Rosy Tyler		2/2/21
Catherine Miller	Catherine Miller		11/01/21	Lisa Harvey	Lisa Harvey		2/02/21
Hilary Manton	Hilary Manton		11/01/2021	Jayne Buckley	Jayne Buckley		2/02/21
Dani Firth	Dani Firth		11/01/21	Sarah Goater	Sarah Goater		3.2.21
Josh Shear	Josh Shear		11/01/21	Helen Goodman	Helen Goodman		4.2.21
Catherine Clarke	Catherine Clarke		11/01/21	Dan Hayes	Dan Hayes		4.2.21
Annette Towgood	Annette Towgood		11/01/21	Glenn Howes	Glenn Howes		1.03.21
Jennifer Robertson	Jennifer Robertson		11/01/21	Julia O'Leary	Julia O'Leary		4.3.2021
Claire Wood	Claire Wood		11/01/21	Anna Searle	Anna Searle		4.3.2021
Caroline Chivers	Caroline Chivers		12/1/21	John Weeks	John Weeks		04/03/2021
Jennifer Dunn	Jennifer Dunn		12/01/21	Gill Jacobs	Gill Jacobs		04/03/21

Linda Clark	Linda Clark		12/01/21	Rosie Scott-Bennett	Rosie Scott-Bennett		04/03/21
Gill Exall	Gill Exall		08/03/21	Catherine Clarke	Catherine Clarke		04/03/21
Ann Squires	Ann Squires		08/03/2021	Kerry Coumbe	Kerry Coumbe		05/03/21
Joanne Dennison	Joanne Dennison		08/03/2021	Benjamin Lucas	Benjamin Lucas		05/03/21
				Annette Towgood	Annette Towgood		05/03/21
				Sally Robinson	Sally Robinson		05/03/21
				Sam Weller	Sam Weller		08/03/21
				Rod Bailey	Rod Bailey		08/03/21
			12/03/2021	Danielle logan	Danielle logan		
