

## Risk Assessment – school COVID testing site

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.

Date updated: 04/01/2021

<b>COVID testing for staff at students at Westley Middle School</b>				
Who needs to know about this risk assessment		Staff	Visitors	Pupils
<b>Hazard identification and evaluation</b>				
Hazard	Associated risks	Mitigation measures		
Contact at the site increasing the risk of transmission of COVID	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>All coming to the site to be advised in advance not to attend if they have any symptoms of COVID, or live with someone who is showing symptoms of COVID (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> <li>Face masks: 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 of test</li> <li>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by 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>Hand hygiene: All subjects to use hand sanitiser provided on arrival and adherence to this enforced by reception staff</li> <li>Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition</li> <li>to verbal reminders if necessary from reception, queue management and sampling 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 queue management staff</li> <li>Cleaning: 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 except barcodes</li> <li>Training log to be maintained</li> <li>Weekly quality audits and review of competency assessments</li> </ul>		

Contact between those being tested and staff increasing the risk of transmission of COVID	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Staff trained in use of PPE</li> <li>• Staff use PPE</li> <li>• Instructions on swabbing and placing swab in test tube followed carefully</li> <li>• Those being tested wait away from the staff carrying out the testing, with floor markings used to show expected distances</li> </ul>
Contact between subject and sampler increasing the transmission of COVID	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Those being tested instructed on keeping distance from staff at all times</li> <li>• Use of voting booths to create distance</li> </ul>
Contact between samples and sample testers increasing the transmission of COVID	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Testers follow training about handling of samples and test kits</li> </ul>
Contact between samples and sample testers increasing the transmission of COVID	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Staff trained how to dispose of clinical waste safely</li> <li>• Staff use and wear PPE as instructed</li> </ul>
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 and applied to Lateral Flow Device</li> </ul>
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal and no result communicated to individual	<ul style="list-style-type: none"> <li>• Subjects are called for a retest</li> </ul>
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. The risk is of 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>• PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution.</li> <li>• 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.</li> <li>• Impervious clothing to be worn to protect the body from splashes or spillages.</li> <li>• Do not let product enter drains</li> <li>• Spillages: 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 in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.</li> <li>• Follow procedures provided to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>

