

## Reigate School Risk Assessment

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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	08/01/2021 25/02/21	Lead Assessor	Sue Wardlow	Review Date	15/01/2021
<b>Activity / Task</b>					
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Reigate School				
<b>Activities Involved</b>	Traversing the site on foot Testing school staff and pupils			<b>Location</b>	Gym 2
<b>Who Might be affected</b>	Staff ✓	Pupils ✓	Contractor n/a	Visitor x	Service User n/a

**Hazard Identification and evaluation**

No	Hazards	Associated risks	<ul style="list-style-type: none"> <li>Current Control/ Mitigation Measures</li> </ul>	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	Action No
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 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><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 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><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> </ul>	1	4	4	

			<ul style="list-style-type: none"> <li>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</li> </ul>				
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	<ul style="list-style-type: none"> <li>Registration assistants wear appropriate PPE</li> <li>Queue assistant, (when role required), wears appropriate PPE</li> <li>Adequate distancing in place</li> </ul>	1	4	4	
3	Contact between subject and swab assistant increasing the transmission of	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Swab assistants only provide verbal support, there should be no physical contact</li> <li>If a parent attends to assist their child, they will follow the same safety procedures as the child</li> <li>Full PPE is worn by the swab assistant</li> </ul>	1	4	4	

	COVID19: <u>Sample taking</u>						
4	Contact between test centre runner team and senior staff delivering positive results message increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• There is clear signage to identify areas where full PPE must be worn</li> <li>• The testing team have been trained not to leave the testing unit without safely removing their PPE and completing the hand sanitizing process</li> <li>• Only testing team staff and those taking the test are permitted to enter the unit. Sue Carr will provide the senior member of staff with the positive test information outside of the unit</li> </ul>	1	4	4	
5	Contact between samples and processors increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Full PPE is worn in accordance with the guidance</li> <li>• All members of the team have completed both the on line and face to face training</li> </ul>	1	4	4	
6	Contact between samples and processors increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Waste disposal guidance is fully followed</li> </ul>	1	4	4	

7	Incorrect result communication	Wrong samples or miscoding of results	<p>3 identical barcodes are provided to child/staff member at check in</p> <ul style="list-style-type: none"> <li>The staff member registers their details to a unique ID barcode before conducting the test</li> <li>Barcodes 1 is attached to the record card by the registration assistant</li> <li>Barcode 2 is attached to the child/staff members NHS registration card by the registration assistant</li> <li>Barcode 3 is attached to the test cartridge by the processor</li> <li>Barcodes are checked for congruence at the possessing stations</li> <li>Children are all registered by staff within 24 hours of taking the test</li> </ul>	1	3	3	
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>Children/staff members are called for a retest</li> <li>Details are recorded in the incident log</li> </ul>	1	3	3	
9	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 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 on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>	1	3	3	
10	Occupational illness or injury	There is no increased risk of injury working within the testing unit	<ul style="list-style-type: none"> <li>A First Aider will always be present</li> </ul>	1	3	3	
11	Manual handling	Risk of injury	<ul style="list-style-type: none"> <li>No manual handling required</li> </ul>	1	3	3	

12	Unauthorised access by members of the public	Tests could be compromised Staff and pupils could be in danger	<ul style="list-style-type: none"> <li>The school site is secure</li> <li>If there was an intruder, usual school processes would be followed</li> </ul>	1	4	4	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Risk of spillage or injury	<ul style="list-style-type: none"> <li>The floor is even</li> </ul>	1	3	3	
14	Stairs to / from sample processing / registration area and welfare space	Risk of spillage or injury	<ul style="list-style-type: none"> <li>There is sufficient room</li> <li>Minimal steps to reach the site and no stairs within</li> </ul>	1	3	3	
15	Inclement weather	Uncomfortable for those attending	<ul style="list-style-type: none"> <li>The inside corridor can be used for queuing</li> </ul>	1	3	3	
16	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Tests could be delayed or results compromised	<ul style="list-style-type: none"> <li>Laptops and IPADs will be checked</li> </ul>	1	3	3	
17	Use of shared equipment	Risk of contamination	<ul style="list-style-type: none"> <li>Equipment is cleaned between use</li> </ul>	1	3	3	

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	08/01/2021	
2	Talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	07/01/2021 11/01/2021	07/01/2021

<b>Additional Notes</b>				
<p>13 members of staff have completed the on line and face to face training</p> <p>Head of School has completed the on line training</p> <p>Additional staff will be trained over time to increase the pool of operatives</p> <p>A further 20 staff and volunteers have been trained</p>				

**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

situation

**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

**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	Jo Batt, Sue Carr, Sue Wardlow
Signature of Lead Assessor	Date 06/01/2021



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
25/02/21	Risk assessment updated in preparation for mass testing all children for their full return to school on the 8th March 2021	Sue Wardlow Matt Alexander					

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