




The Polesworth School  
ENSURING EXCELLENCE

### Rapid Testing Risk Assessment

Date: 01/03/2021	Assessed by: Jayne Hirst	Checked / Validated* by: Philip Hamilton  030321	Location: Sports Centre	Assessment ref no TPSU	Review date: Monthly
<b>Task / premises:</b> General and clinical activities on the asymptomatic testing site: The Polesworth School, set up in accordance with the 'how to guide' for rapid testing in schools and colleges					
<b>Activities involved:</b> Traversing the site on foot Testing school staff and students					
<b>Who might be affected:</b> Student, employee, 3 <sup>rd</sup> party volunteer/workforce, visitor, contractors					

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional action needed?
				Probability	Severity	Risk	Action No
1	<p>Contact between: Subjects and subjects Subjects and staff Staff and staff</p> <p>increasing the risk of transmission of COVID19</p>	Transmission of the virus leading to ill health or potential death	<p><b>Symptomatic:</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 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.</p> <p><b>Face masks:</b></p> <ul style="list-style-type: none"> <li>• Prominent signage reminding attending subjects of the above to be displayed at the entrance to the testing site.</li> <li>• Face coverings/masks to be worn by subjects at all times whilst in the testing site 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 registration assistant.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through the test site by all other staff.</li> <li>• Disposable face coverings/masks will be available for anyone reporting without one.</li> </ul> <p><b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by registration assistant staff. There is a hand sanitiser station at the entrance to the room being used for testing. There are toilet facilities with running water and soap situated close to testing room.</p> <p><b>Social distancing:</b> Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure</p>	1	4	4	

			<p>compliance in addition to verbal reminders if necessary, from staff.  <b>From 8<sup>th</sup> March testing will be done in year group bubbles and by class.</b></p> <ul style="list-style-type: none"> <li>• A one-way flow of subjects through the testing site as far as possible is to be initiated and maintained at all times. Compliance with this is to be ensured by staff, floor markings and signage.</li> </ul> <p><b>Cleaning:</b></p> <ul style="list-style-type: none"> <li>• Regular cleaning of the testing site including wipe down of all potential touchpoints in accordance with PHE guidance and the ‘how to guide’ for rapid testing in schools and colleges’.</li> <li>• Limited clutter- additional chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits</li> </ul> <p><b>Training:</b>  Testing center staff to complete training as per ‘training guide rapid testing for schools and colleges’.  Daily briefing with Team Leader/Covid Coordinator for all staff involved to remind of protocols, allow for questions and to address any reservations.  Use Sample Quality Checklist  Use Competency Assessment documents</p>				
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>• Subjects to wear face masks, as above. Disposable mask available for anyone reporting for a test without a face covering.</li> <li>• Subjects to sanitise hands on entry to test site as above.</li> <li>• Subjects to maintain 2m distance from registration assistant.</li> <li>• Registration assistant to wear face mask (medical grade).</li> <li>• <b>From 8<sup>th</sup> March all staff in testing site to wear full PPE.</b></li> <li>• Designated area for donning and doffing of PPE for test site staff. Clearly marked and strictly for designated staff only.</li> <li>• Hand sanitiser available at the donning and doffing station.</li> </ul>	1	4	4	

3	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking and testing</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Subjects to wear face masks, as above.</li> <li>• Subjects to sanitise hands on entry to test site as above.</li> <li>• Subjects to maintain 2m distance from testing assistant/processor. Desk set up to ensure this.</li> <li>• PPE to be worn by test centre staff in accordance with role and recommendations in the 'How To Guide'.</li> <li>• From 8<sup>th</sup> March all test centre staff to wear full PPE as added precaution due to numbers being tested each day.</li> <li>• Subjects to self-swab and they will be issued with guidance on how this should be done <b>by the processor and full instruction are on each desk</b>. If assistance is needed then site centre staff should ensure they are wearing full PPE (fresh PPE between subjects, medical grade face mask, gloves, apron, and face shield).</li> <li>• Designated bins for subjects and site centre staff to dispose of waste.</li> <li>• Bins emptied regularly during the day but always after the am session and pm session.</li> <li>• Testing center site to complete training as per 'training guide rapid testing for schools and colleges'.</li> <li>• Walkway and exit route clearly marked and 2m distanced where possible.</li> </ul>	1	4	4	
4	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	<ul style="list-style-type: none"> <li>• PPE to be worn as follows: Testing assistant – face mask (medical grade), gloves Cleaner and Processor – face mask (medical grade), gloves, apron, face shield Results recorder – face mask (medical grace) gloves</li> <li>• Designated area for donning and doffing of PPE for test site staff. Clearly marked and strictly for designated staff only.</li> <li>• Testing center site to complete training as per 'training guide rapid testing for schools and colleges'.</li> <li>• Trays used for transfer of tests/samples</li> <li>• Quality Assurance checks by Team Leader and/or Covid Coordinator</li> </ul>	1	4	4	

5	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	<ul style="list-style-type: none"> <li>• Testing center site to complete training as per 'training guide rapid testing for schools and colleges'.</li> <li>• Full PPE to be worn as above</li> <li>• Hand sanitiser available at PPE station</li> <li>• PPE station clearly marked and guidance displayed to remind staff of procedures for donning and doffing.</li> <li>• Site Team/Cleaning Team training provided</li> <li>• Regular removal/emptying of bins</li> </ul>	1	4	4	
6	Incorrect result communication/recording	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• NHS card with name label and one bar code on and other 2 stapled to it are provided to subjects as they enter the test site.</li> <li>• The school electronic register is populated with the bar code, date, and time of the test in advance.</li> <li>• Student will put NHS card into tray provided which will already have a test tube holder and test tube in ready for the swab.</li> <li>• Barcodes are checked for accuracy at the processing desk and applied to Lateral Flow Device at this station</li> <li>• Recorder will check the barcode on the NHS card and the lateral flow test for accuracy after 30 minutes</li> <li>• NHS cards retained and used to record the results on both Track and Trace and school electronic register</li> </ul>	1	4	4	
7	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>• Covid Coordinator advised of void tests immediately</li> <li>• Subjects are called for a retest as quickly as possible</li> <li>• There are free time slots available to enable any retests to be done.</li> </ul>	1	5	5	

8	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> Processor – face mask (medical grade), gloves, apron, face shield</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 testing site'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> <li>• COSHH risk assessment completed</li> </ul>	1	3	3	
9	Storage	Equipment not kept at correct temperature	<ul style="list-style-type: none"> <li>• Swabs, LTD tests, barcodes will all be stored in a secure area close to testing site.</li> <li>• PPE will be stored in a designated area restricted to Testing Site Volunteers.</li> <li>• Test kits will be kept at the recommended temperature of 2-30°C while stored and at 15-30°C prior to use. Rooms presently set at 21°C</li> </ul>	1	1	1	
10	Occupational illness or injury	Illness or injury to staff	<ul style="list-style-type: none"> <li>• Staff to follow usual H&amp;S protocols and procedures</li> <li>• Manual handling training completed on smartlog</li> <li>• Testing centre training completed in accordance with 'training guide rapid testing for schools and colleges'.</li> <li>• First aiders on site</li> <li>• Test Centre Staff to read COSHH risk assessments and data sheets</li> <li>• Room ventilated</li> <li>• Radio available to call for assistance, advise or first aider</li> </ul>	1	3	3	

			<ul style="list-style-type: none"> <li>Phone available in the PE Office in the sports centre</li> </ul>				
11	Manual handling	Injury to staff	<ul style="list-style-type: none"> <li>Testing centre staff to complete manual handling training on smart log.</li> </ul>	1	3	3	
12	Unauthorised access by members of the public	H&S of staff/students, covid security breached, safeguarding of subject data beached	<ul style="list-style-type: none"> <li>Test site is within the school and only accessible to authorized staff.</li> </ul>	1	1	1	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Slips, trips, falls	<ul style="list-style-type: none"> <li>Using the Sports Centre, so flooring is suitable for mopping and easily kept clean and an even surface</li> <li>Only necessary furniture and equipment is in the Sports Centre</li> <li>Staff to report any issue in line with normal protocols to the site team</li> </ul>	1	1	1	
14	Testing without prior consent	GDPR/DPA breach	<ul style="list-style-type: none"> <li>Covid19 coordinator to oversee communication of privacy notices and the collection/recording of consent and privacy notices.</li> <li>Covid-19 coordinator to provide daily register to Registration Assistant of subjects to be tested. These will have been checked for consent.</li> <li>Designated email address monitored during the day for staff/students and parent who may give or withdraw consent.</li> <li>School covid electronic register updated and annotated clearly if consent is withdrawn.</li> <li>Testing schedules updated accordingly</li> </ul>	1	3	3	
15	Consent form received/ NHS lite registration not complete	Positive case notification not received by subject	<ul style="list-style-type: none"> <li>NHS cards prepared in advance with name label, one barcode stuck on and the other 2 stabled to the card.</li> <li>Registration Assistant hands NHS card to student and asks them to ensure this is placed in the tray provided as soon as they sit at the swabbing station.</li> <li>Processor to reiterate that NHS card with all 3 bar codes should be placed in the tray provided</li> <li>Test tube in holder and swab for use will already be on the desk and processor will provide guidance along with the leaflet on the desk on how to perform the swab test.</li> <li>Once done processor collects the tray and attaches one of the spare barcodes to a lateral flow device and checks this is the same as the one stuck on the NHS card.</li> <li>Processor and Recorder monitor test and ensures results checked after 30 minutes.</li> <li>Recorder will notify Covid Coordinator immediately if there is a positive or void test result so they can take appropriate action</li> <li>Positive cases reported immediately to Track &amp; Trace and</li> </ul>	1	4	4	

			<ul style="list-style-type: none"> <li>• contact tracing acted on in school by Covid Coordinator</li> <li>• Void results reported immediately to Covid Coordinator</li> <li>• All NHS cards retained and used to upload results to Track and Trace and the School electronic register</li> </ul>				
16	Health Care waste not disposed of correctly	H&S breach Environmental breach	<ul style="list-style-type: none"> <li>• Site team training being provided</li> <li>• From 8<sup>th</sup> March all waste can be disposed of in the normal way and do not need to segregate as previously in different bin liners.</li> </ul>	1	2	2	
17	Data breach	Reputational damage Fine	<ul style="list-style-type: none"> <li>• NHS Test and Trace linked to barcode and uploaded by relevant staff</li> <li>• School COVID-19 register access controlled to relevant staff.</li> <li>• Laptops/iPads locked when unattended and shut down when not in use</li> </ul>	1	2	2	



18	Inclement weather	Slips, trips, falls Ambient temperature no maintain for testing kits	<ul style="list-style-type: none"> <li>• Testing centre is located indoors</li> <li>• Usual protocols apply to inclement weather preventing safe access to site</li> </ul>	1	1	1	
19	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Injury	<ul style="list-style-type: none"> <li>• Laptop/iPad provided for result recording is trusted school device</li> <li>• PAT testing up to date</li> <li>• Usual protocols apply for reporting faulty equipment</li> </ul>	1	4	4	
20	Use of shared equipment	Transmission	<ul style="list-style-type: none"> <li>• PPE to be worn as per 'How to Guide'. However from 8<sup>th</sup> March full PPE for all staff in testing site due to numbers being tested</li> <li>• Equipment to be sanitised between use and at the beginning and end of shift</li> <li>• Cleaning in place as per 'How to Guide'.</li> </ul>	1	4	4	
21	Direct contacts circulating in school community	Transmission	<ul style="list-style-type: none"> <li>• Direct contacts should be asked to isolate in line with Government guidance and asked to leave the site immediately</li> </ul>	1	4	4	

<b>Control Improvements</b>				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all test centre staff as part of an induction	Covid Coordinator/ Team Leader	15/01/21	15/01/21
2	Smartlog training on manual handling to be completed by all test centre staff	Covid Coordinator/ Team Leader	15/01/21	15/01/21
3	COSHH risk assessment and data sheets read by all test centre staff	Covid Coordinator/ Team Leader	15/01/21	15/01/21
4	Online training to be completed by all test centre staff, as per the 'training guide rapid testing for schools and colleges'	Covid Coordinator/ Team Leader	15/01/21	15/01/21
5	Smartlog training COVID 19 Educational settings	Covid Coordinator/ Team Leader	15/01/21	15/01/21
6	Testing site to be set up as per 'how to guide rapid testing in schools and colleges'	Covid Coordinator/ Team Lead	15/01/21	15/01/21

<b>Additional Notes</b>

## 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

