

**Risk Assessment under Pinewood’s Health and Safety Policy**

**Area of Responsibility: Rapid Lateral Flow Testing COVID testing on site**

**Assessor: ELT**

**Date: 4 January 2021**

**Risk Assessment for return of Prep pupils during COVID – 19 pandemic.**

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

NB: Ongoing changes adopted in response to Government Advice and advice from PHE South-East

|    | Hazard  | Potential Risk   | Grading (1 (low) -3) |          | Precautions in place  |
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|    |   |  | Probability          | Severity |   |
| A. | Contact between subjects increasing the risk of transmission of COVID19 | Transmission of the virus leading to ill health or potential death | 1                    | 3        | <p><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.</p> <p><b>Face coverings:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.<br/>Requirement to wear face covering/mask to be reminded to all subjects in advance of attending school for a test.</p> <p><b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff. All subjects and staff to use hand sanitiser provided on exiting the test site.</p> <p><b>Ventilation</b><br/>Good ventilation and air flow maintained throughout test site and room temperature maintained between 16 – 30°C.</p> <p><b>Social distancing</b></p> |

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|          |  |  |   |   | <p>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.</p> <p>Test stations arranged as per government guidelines on advice from Test and Trace</p> <p><a href="https://drive.google.com/drive/folders/1jYv0MjFyIIbZgPn_1S10OuRgfrj_b5_P">https://drive.google.com/drive/folders/1jYv0MjFyIIbZgPn_1S10OuRgfrj_b5_P</a></p> <p>A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this to be ensured by floor markings and staff management staff.</p> <p><b>Cleaning &amp; Hygiene:</b><br/> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.<br/> Limited clutter on test site &amp; all surfaces non porous to aid cleaning<br/> No physical handing of documents to subjects except barcodes<br/> No unnecessary objects will be brought into the test site by staff or subjects.<br/> Specific cleaning regime in place for test site with thorough clean at the end of each testing period.</p> <p><b>Registration</b><br/> Subjects must complete online Lite Registration</p> |
| <b>B</b> | Contact between subjects and staff increasing the risk of transmission of COVID19 :<br><u>Welcome &amp; registration</u> | Transmission of the virus leading to ill health or potential death | 1 | 3 | <p><b>Asymptomatic:</b> All staff 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.</p> <p><b>Face Coverings</b><br/> Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by registration staff. Masks available upon request at test site for use when needed.<br/> Registration coordinator must wear appropriate PPE and change this as directed in the role criterion</p> <p><b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by registration staff.</p>  |

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|   |   |  |   |   | <p>Registration coordinator must use 70% alcohol hand gel as directed in role criterion.</p> <p><b>Hygiene</b><br/>No physical handing of documents to subjects except barcodes</p> <p><b>Use of shared equipment</b><br/>IT equipment for use of single member of staff during a testing shift. Staff member is responsible for wiping down equipment before and after use using the anti-viral wipes provides. Used wipes should be disposed of in bagged bins.</p> <p><b>Competency</b><br/>Registration staff must have completed online training and run through training and provide evidence of completion. Team Testing Leader will assess competency in advance of full scale testing.</p>  |
| C | Contact between subject and sampler increasing the transmission of COVID19:<br><u>Sample taking</u> | Transmission of the virus leading to ill health or potential death | 1 | 3 | <p><b>Face coverings:</b><br/>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. Time without face covering should be kept to a minimum as directed by sample takers<br/>Sample takers must wear PPE provided including gloves, apron, mask and eye protection. PPE should be changed as directed by role criterion. The sample taker must dispose of used PPE correctly in Tiger Bag as directed</p> <p><b>Hand hygiene:</b> Sample takers to change gloves &amp; sanitise hands between different subjects.</p> <p><b>Ventilation</b><br/>Good ventilation and air flow maintained throughout test site and room temperature maintained between 16 – 30°C.</p> <p><b>Social distancing</b><br/>Two metre social distancing to be maintained between subject and test taker with measured floor markings in place.<br/>Where necessary sample taker may move closer to the subject but should minimise time spent within 2m.</p> <p><b>Competency</b><br/>Sample taking staff must have completed online training and run through training and provide evidence of completion. Team Testing Leader will assess competency in advance of full scale testing.</p> |

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| <b>D</b> | 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 | 1 | 3 | <p><b>Face coverings:</b><br/>Sample processors must wear PPE provided including gloves, apron, mask and eye protection, PPE should be changed as directed in role criterion. The sample processor must dispose of used PPE correctly in Tiger Bag as directed</p> <p><b>Competency</b><br/>Sample processing staff must have completed online training and run through training and provide evidence of completion. Team Testing Leader will assess competency in advance of full scale testing.</p>   |
| <b>E</b> | Contact between samples and sample testers increasing the transmission of COVID19: <u>Results Recorder</u>                   | Transmission of the virus leading to ill health or potential death | 1 | 3 | <p><b>Face coverings:</b><br/>Face coverings/masks to be worn by subjects. PPE, such as gloves to be worn and changed as directed for role</p> <p><b>Use of shared equipment</b><br/>IT equipment for use of single member of staff during a testing shift. Staff member is responsible for wiping down equipment before and after use using the anti-viral wipes provides. Used wipes should be disposed of in bagged bins.</p> <p><b>Social distancing</b><br/>Two metre social distancing to be maintained between staff.</p> <p><b>Competency</b><br/>Results Recording staff must have completed online training and run through training and provide evidence of completion. Team Testing Leader will assess competency in advance of full scale testing.</p> |
| <b>F</b> | 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 | 1 | 3 | <p>All staff at testing site should be made aware of correct waste disposal regimes. Waste disposal regimes will be displayed at test site.<br/>All staff and subjects will use hand gel on leaving test site.</p>  |

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| <b>G</b> | Incorrect result communication   | Wrong samples or miscoding of results  | 1 | 3 | <p>2 identical barcodes are provided to subject at check in</p> <p>The subject registers their details to a unique ID barcode before conducting the test</p> <ul style="list-style-type: none"> <li>• Barcodes are attached by trained staff at the sample collection bay</li> <li>• Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>  |
| <b>H</b> | Damaged barcode, lost LFD, failed scan of barcode  | Orphaned record on registration portal & No result communicated to individual  | 1 | 2 | <ul style="list-style-type: none"> <li>• Rule based recall of subjects who have not received a result <b>within 1 hour</b> of registration <ul style="list-style-type: none"> <li>• Subjects are called for a retest</li> </ul> </li> </ul>   |
| <b>I</b> | Extraction solution which comes with the lab test kit contains the following components:<br>$\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate),<br>$\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic),<br>$\text{NaCl}$ (Sodium Chloride) | <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 aggravated by exposure.</p> | 1 | 1 | <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 <ul style="list-style-type: none"> <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> </ul> </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> |

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| <b>J</b> | Unauthorised access by pupils or staff  | Access to contaminated items or chemicals   | 1 | 2 | Equipment and apparatus kept in locked store cupboard when test site is unsupervised.<br>Test site out of bounds until adequate cleaning has taken place. Signage in place on all doors until this process is completed.  |
| <b>K</b> | Electrical safety / plant & equipment maintenance   | Trips and falls caused by electrical cables.  | 1 | 2 | All electronic devices PAT tested to ensure safety.<br><br>Electronic devices used arranged to avoid trip hazards.<br><br>Samples and chemicals kept away from electrical equipment.  |
| <b>L</b> | Incorrect result communication  | Wrong samples or miscoding of results   | 1 | 2 | <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 Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>   |
| <b>M</b> | Damaged barcode, lost LFD, failed scan of barcode   | Orphaned record on registration portal & No result communicated to individual   | 1 | 2 | <ul style="list-style-type: none"> <li>• Rule based recall of subjects who have not received a result within 1 hr of registration</li> <li>• Subjects are called for a retest</li> </ul>  |
| <b>N</b> | Extraction solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub><br><br>(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 | 1 | 2 | <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. 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>• Environmental: 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> </ul> |

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|          |  | and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure. |   |   | <ul style="list-style-type: none"> <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>  |
| <b>O</b> | Inadequate support of staff well-being   | Mental health issues  | 1 | 2 | <p>Staff who may be anxious about the current situation or role and need extra support are to speak with the Testing Supervisor or their line managers in the first instance.</p> <p>Virtual or personal support meetings can be arranged as necessary with the Head of Well Being and Emotional Support and staff are reminded of this by email and at staff meetings.</p> <p>The School's Employee Assistance Programme remains in place which includes a telephone helpline in the first instance.</p>                          |
| <b>P</b> | Inadequate support of subject well-being | Distress during testing process<br><br>Mental health issues                                 | 1 | 2 | <p>Sample takers receive guidance on how to support anxious or worried subjects. Sample takes receive guidance and training on how to reassure subjects about the testing process.</p> <p>Tissues, spill kits and bowls available to subjects in case of gagging or hacking during test process.</p> <p>Emotional support team available for virtual support sessions for staff or child subjects as necessary.</p> <p>First aid trained staff available on site as necessary. In an emergency seek additional medical advice.</p> |
| <b>Q</b> | Inadequate cleaning of test site         | Transmission of the virus leading to ill health or potential death                          | 1 | 3 | <p>Cleaning regime in place following Government guidelines.</p> <p><b>Competency</b></p>  |

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|  |  |  |  |  | Cleaning staff and Domestic Manager must have completed online training and run through training and provide evidence of completion. Team Leader will assess competency in advance of full scale testing. |
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**Recommendations and Advice (further resources, training etc.): Regular review of Government advice**

H&S Officer to be contacted to discuss any specific H&S concerns.

All members of staff to take responsibility for protecting their own H&S during the pandemic and in particular highlighting any areas of concern to their Line Managers and / or the H&S Officer.

**Reference Documents:**

Government Guidance for Full Opening of Schools updated 27 July 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>.

Updated Guidance for Schools - January 21. <https://www.gov.uk/coronavirus/education-and-childcare>

NHS Training Guide for Rapid Testing in Schools and Colleges – Dec 20

NHS Test & Trace ‘How to Guide’ Rapid Testing in Schools and Colleges – Dec 20



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| Health and Safety Risk Assessment Sign off Sheet | Assessment Centre 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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