

Woodside Academy Covid-19 Mass Testing Risk Assessment – LSEC v1

This risk assessment **MUST** be used in conjunction with the existing Covid-19 Risk Assessment for the site which contains general Covid-19 safety controls – latest version always available on SharePoint.

Description of tasks	Lateral Flow Testing – Covid-19
Activities involved	Queue management, self-swabbing, sample processing, results recording, managing positive cases
Who might be affected	Staff, contract staff, students, parents/carers, transport providers or other assistance

Hazard Identification and evaluation

No.	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk evaluation	Additional controls
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"> Asymptomatic: 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. Face masks: 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. Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. 		1

			<ul style="list-style-type: none"> • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / campus support staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by all staff. • Social distancing: 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 & sampling staff. • 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. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter, chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects • Visual aids should be present at each workstation to remind of key aspects of the role (e.g. how to read a test device). • Only work devices to be used and cleaned afterwards. If possible, they should be left in the testing area. • No clinically vulnerable or extremely clinically vulnerable staff • Positive cases must be isolated from other individuals. Preferably this is exiting the building and not returning, under extreme cases they may wait inside in an isolated area for collection (see existing Covid-19 Risk Assessment). They should not return home by public transport and it is parental/guardian responsibility to arrange collection. DfE has suggested the LA may be able to arrange safe transport home but has not provided details. Staff <u>must not</u> transport students home unless DfE/NHS produce guidance on how to do this safely (which is not currently the case) 		
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & registration	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All controls above apply • Welcome and registration is separate to existing college entrance where possible • Anyone present for testing only will be directed straight to the testing area at arrival and not permitted entry at any other point 		

3	Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All controls above apply Screens will provide a partial barrier/reminder between subjects and sample processor No administered swabbing <u>by staff</u> unless – they have existing documented and validated clinical training or DfE/NHS produce training for this operation Parents/carers <u>may</u> undertake administered swabbing for students following NHS guidance – staff must not direct them unless DfE/NHS produce training for this operation 		1
4	Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All controls above apply Processor collects sample from sample desk after subject has left (taking care only to touch the test tube/rack) No allocated 'runner' ad hoc sample movements by trained staff <u>after</u> subject has left test b2q1ay and route clear. 		
5	Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All controls above apply Processor to follow all NHS training Team Leader to ensure workflow is slow enough for processors to manage without undue pressure. Adequate break cover and defined breaks. 		2
6	Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All controls above apply Processor, cleaner to follow all NHS training Team Leader to ensure workflow is slow enough for processors to manage without undue pressure. Adequate break cover and defined breaks. Easily identified waste streams 		4
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test 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 		
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result	<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within <u>2 hrs</u> of registration Subjects are called for a retest 		

		communicated to individual			
9	Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (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"> • 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. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • 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. • Follow procedures on the SDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. • COSSH trained individuals available on site (via iHASCO) and/or specialist advice available from Group Head of Health and Safety on request 		
10	Occupational illness or injury	Injury, ill health or death	<ul style="list-style-type: none"> • Existing Accident Management Policy applies (see SharePoint) 		
11	Manual handling	Injury, ill health or death	<ul style="list-style-type: none"> • Existing Manual Handling Risk Assessments apply (see SharePoint) • Existing Manual Handling Policy applies (see SharePoint) • All staff Manual Handling trained (see iHASCO) 		
12	Unauthorised access by members of the public	Injury, ill health or death or outbreak of virus due to lack of control	<ul style="list-style-type: none"> • Campus Support or equivalent staff will monitor any additional entrances and exits • Existing Risk Assessments apply (see Violence at Work Risk Assessments on SharePoint) 		

13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Injury or death	<ul style="list-style-type: none"> Existing Slip, Trip and Fall Risk Assessments apply (see SharePoint) Cleaner associated with each testing area 		3
14	Stairs to / from sample processing / registration area and welfare space	Injury or death	<ul style="list-style-type: none"> Existing Slip, Trip and Fall Risk Assessments apply (see SharePoint) 		
15	Inclement weather	Injury or death	<ul style="list-style-type: none"> All testing to be undertaken indoor in existing buildings Indoor waiting area for those waiting on results of tests (close contacts) Indoor waiting area for those testing positive (as per existing risk assessment) Existing severe weather procedures and escalation still apply 		
16	Electrical safety / plant & equipment maintenance Defective electrical equipment	Injury or death	<ul style="list-style-type: none"> Existing Machinery Risk Assessments apply (see SharePoint) Existing DSE Policy applies (see SharePoint) 		
17	Use of shared equipment	Transmission of virus due to lack of control resulting in ill health or death.	<ul style="list-style-type: none"> Existing Covid-19 Risk Assessment applies (see SharePoint) Additional elements covered in NHS training 		1,2
18	Stress	Stress, mental ill health or mistakes due to pressure	<ul style="list-style-type: none"> Volunteers only for all roles No clinically vulnerable or extremely clinically vulnerable staff Break cover and defined breaks (where required) Cover in case of sickness or other absence (or testing closes) Support via onsite Team Leader Existing staff welfare processes apply (e.g. counselling – refer to SharePoint) 		3

Control Improvements

Action number	Recommended additional control measures	Responsibility	Target date	Date completed
1	Risk assessment to be communicated	H&S	08/01/21	
2	Training to be completed	H&S/Team Leaders	08/01/21	

3	Ensure adequate staff numbers per role (including cleaners)	Team Leaders	08/01/21	
4	Testing areas to be set up as per Government Guidance	Estates	08/01/21	

Additional notes

This risk assessment **MUST** be used in conjunction with the existing Covid-19 Risk Assessment for the site which contains general Covid-19 safety controls – latest version always available on SharePoint.

Risk evaluation

	Major risk
	Lower but not trivial risk
	Trivial risk