

Risk assessment form

School	Polam Hall School	Name of assessor	Julie Mogridge	Date Completed	08/01/2021 – updated 1/3/2021 V2
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Review Interval	As and when new guidance is available or additional pupils attend school. Controls to be reviewed when testing takes place. Must be read in conjunction with full site school risk assessment and individual risk assessments were applicable.	Area	Mounsey 3 rd Floor – LR room as testing and FJ room as registration
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What is the hazard?	Who might be harmed?	How might people be harmed?	Risk Rating with no controls			Existing risk control measures	New risk rating (Residual)			Additional controls (if required)	Action/monitored by whom?	Action/monitored by when?
			C	L	R		C	L	RR			
<p>Contact between subjects increasing the risk of transmission of COVID19</p> <p>Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & Registration</p> <p>Contact between subject and sampler increasing the transmission of COVID19: Sample taking</p> <p>Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport</p> <p>Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.</p> <p>Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal</p>	<p>Staff (including agency)</p> <p>Volunteers</p> <p>Pupils</p>	<p>Transmission of the virus leading to ill health or potential death</p>	5	4	H	<p>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 10 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>Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the rooms.</p> <p>Face coverings/masks to be worn by subjects at all times whilst in rooms except for brief lowering at time of swabbing.</p> <p>Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by staff.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</p> <p>Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by staff.</p> <p>Social distancing: Two metre social distancing to be maintained between subjects to ensure compliance in addition to verbal reminders if necessary from SLT, queue management & sampling staff.</p> <p>Perspex screens added between testing bay and processing bays to avoid any contact.</p> <p>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 staff.</p> <p>Cleaning: Regular cleaning of the rooms including wipe down of all potential touchpoints in accordance with PHE guidance and as per main school protocol. Cleaner on testing site at all times in case of spillage or incident with test subject.</p> <p>Limited clutter-chairs only used for test subjects and staff within testing team. No physical handing of documents to subjects except barcodes and registration card.</p> <p>Ventilation: As per main school RA. Windows to be opened within testing centre but ensure correct temperature is maintained to ensuring processing works e.g. 15 – 30 degrees. Thermometer to be placed in testing room.</p> <p>PPE: All staff within team to wear appropriate PPE as per role.</p> <p>Competency checks: Lead/Co-coordinator to complete competency checklists for roles weekly and provide support where necessary.</p> <p>Waste: All to be disposed of as per guidance and removed by dedicated cleaner.</p>	5	1	L	<p>Regular communication/question also asked when they arrive at testing centre.</p> <p>Testing team to check to ensure masks are worn before entering unless exempt.</p> <p>Testing co-ordinator to ensure supplies are always topped up.</p> <p>Limited number of staff/pupils allowed in registration/testing area to ensure social distancing.</p> <p>Dedicated cleaner in testing room at all times.</p> <p>Training completed to ensure understand how to wear and dispose of PPE.</p>	Registration Officer	

Incorrect result communication	Wrong samples or miscoding of results	5	4	H	2 additional identical barcodes are provided to subject at check in. Staff register on line and on school internal register the 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 and applied to Lateral Flow Device at this station.	5	1	L	New bulky upload will be used for registration of pupils returning to school.	Business Manager to ensure Registration Officer is trained.	2 nd March
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	3	3	M	Rule based recall of subjects who have not received a result within 1 hr of registration. Subjects are called for a retest. Staff to be retrained/supported if unaware of process.	3	1	L			
Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4 (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.	4	4	H	PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Face shields in addition to face masks which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Aprons 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 MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.	4	2	L	Training to be completed for staff within this area.	Business Manager to ensure this is in place.	
Occupational illness or injury	Transmission of the virus leading to ill health or potential death	5	4	H	Main school RA to be followed as well as guidance in relation to contact above. Any illness or injury should immediately be reported to COVID Team Leader/Co-ordinator and SLT and appropriate guidance should be followed. First aid provision available within testing site. If required it must be reported through RIDDOR process.	5	1	L			
Manual handling	Injury from lifting heavy objects	4	3	M	Main school RA for manual handling to be used. Only trained staff are to move heavy objects e.g. The Site Team. Testing team should wear appropriate PPE if handling testing products/equipment.	4	1	L	Site Team to be called if assistance is required.	Site Manager	
Unauthorised access by members of the public	Theft of equipment/PPE	5	4	H	Main school RA to be followed for site access. Access door controls in place, intercom system, lanyard system for staff. Clear signage for Testing area and room locked when not in use.	5	1	L	Testing room key kept with Business Manager and Site Manager only.		
Uneven surfaces (floor protection in the Testing and Welfare areas)	Risk of injury	4	3	M	Areas used shows no uneven surfaces. No floor protection required. Any issues identified will be reported to the Site Manager immediately. Testing staff advised to wear appropriate footwear/clothing.	4	1	L	Dedicated cleaner to also check areas and report to Site Manager if required.		

Stairs to / from sample processing / registration area and welfare space	Risk of injury	4	3	M	Normal procedures followed when accessing areas with stairs. Any accidents follow the accident procedure. Stairs to and from site include handrails and appropriate lighting. Regular checks conducted by Site Team.	4	1	L	Dedicated cleaner to also check areas and report to Site Manager if required.
Inclement weather	Unable to continue testing	4	3	M	Testing may have to be rearranged. All subjects to be informed immediately and communicated once new date is arranged.	4	2	L	
Electrical safety / plant & equipment maintenance / defective electrical Equipment	Risk of injury, unable to use the Testing Centre	4	3	M	Annual maintenance carried out on equipment. Visual checks by staff. Any issues reported to the Site Team immediately. Any defective equipment reported and removed by the Site Team. Only school equipment to be used.	4	1	L	
Use of shared equipment	Transmission of the virus leading to ill health or potential death. Inappropriate sharing of data.	5	4	H	Staff are regularly reminded that if they share equipment then it must be cleaned/wiped with antibacterial wipes (as per the main school COVID RA). The Testing room and Registration room will be deep cleaned after each use and a dedicated cleaner is in the area during the testing process at all times. Staff to wear appropriate PPE. Computers to be locked when not in use as per data protection policy. Staff in Registration and Recording roles to ensure follow GDPR and Safeguarding policy at all times. Confidentiality must be adhere to at all times.	5	1	L	Reminders before each testing session by Co-ordinator/Team Leader.

L = Likelihood C = Consequence R = Risk rating RR = Residual risk rating

Assessment of Risk

The overall risk is sufficient to support the implementation of testing within school however, continuous ongoing monitoring risks and to ensure controls are sufficient. If required further mitigation will be actioned.

KEY:		Levels							
C	Severity of consequence	1 (min) to 5 (max)	Likelihood	5	5	10	15	20	25
L	Likelihood	1 (min) to 5 (max)		4	4	8	12	16	20
R	Risk Rating	1 (min) to 25 (max)		3	3	6	9	12	15
RR	Residual Risk Rating	1 (min) to 25 (max)		2	2	4	6	8	10
				1	1	2	3	4	5
Score:	Low	1 - 8							
	Med	9 - 15							
	High	16 - 25							
			Consequences						
				1	2	3	4	5	