



## Learning Community Trust COVID-19 Testing in Secondary and Special Schools

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	8/01/2021	Lead Assessor	Paul Jones	Contract	LCT	Assessment Number	2
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at .....						
<b>Activities Involved</b>	Traversing the site on foot Testing School staff and students					<b>Location</b>	.....
<b>Who Might be affected</b>	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		



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Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				Probability	Severity	Risk	
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<p>EXAMPLE OF MEASURES:</p> <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><b>A one-way flow</b> 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 and detailed in the school opening operational plan.</li> <li><b>Limited clutter</b>-chairs only on request; no physical handing of documents to subjects except barcodes and test kits</li> </ul>	1	4	4	
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	<p>Staff who are in close proximity of test subjects will wear Surgical gloves and Face mask. Staff to ensure social distancing is maintained.</p> <p>Staff training using DfE webinars</p>	1	4	4	
3	Contact between subject and sampler increasing	Transmission of the virus leading to ill	Staff who are in close proximity of test subjects will wear Surgical gloves, Face mask, apron and eye protection. Furniture and equipment to be thoroughly cleaned after each test subject.	1	4	4	



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	the transmission of COVID19: <u>Sample taking</u>	health or potential death	Staff training using DfE webinars				
4	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	Test centre runner will wear surgical gloves, face mask and apron.	1	4	4	Not applicable for LFT.
5	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	Testers will wear surgical gloves, face mask, apron and eye protection. Furniture and equipment to be thoroughly cleaned after each test subject. Staff training using DfE webinars	1	4	4	
6	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	Testers will wear surgical gloves, face mask, apron and eye protection. Furniture and equipment to be thoroughly cleaned after each test subject. Waste to be collected in dedicated bins provided and double bagged as detailed in the school opening operational plan Staff training using DfE webinars	1	4	4	
7	Incorrect result communication	Wrong samples or miscoding of results	<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</li> <li>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>	1	4	4	
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>Subjects are called for a retest</li> </ul>	1	4	4	
9	Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium	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	<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> </ul>	1	4	4	



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	hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)	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>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>Ensure processing room temperature is above 15 deg C and test kits are stored between 2 and 30 deg C</li> </ul>				
10	Occupational illness or injury	Staff exhibiting / feeling effects that may indicate COVID 19 is present.	<ul style="list-style-type: none"> <li>Staff training and information provided.</li> <li>Staff to isolate and remove themselves from the test centre immediately and request a test.</li> </ul>	1	4	4	
11	Manual handling	Injury caused by incorrect manual handling techniques. Attempting to lift beyond capability.	<ul style="list-style-type: none"> <li>All materials are divided in to small light weight packages.</li> </ul>	1	4	4	
12	Unauthorised access by members of the public	Members of the public unfamiliar with the environment.	<ul style="list-style-type: none"> <li>Only authorised access permitted to the building.</li> <li>Reception manned at all times.</li> </ul>	1	4	4	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Trip hazards	The testing centre is in a dedicated area which has been checked for uneven surfaces and other trip hazards.	1	3	3	
14	Electrical safety / plant & equipment maintenance Defective electrical equipment	Failure of equipment due to poor maintenance Electric shock from faulty equipment	All equipment is either within twelve months of purchase or has an in-date PAT certificate/test label.	1	4	4	
15	Use of shared equipment	Cross contamination of equipment increasing	There is to be no shared equipment. Where tables/chairs etc. have been used by other persons, they are to be disinfected between users.	1	4	4	



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		the possibility of COVID transference.					
16	Test subjects unfamiliar with surroundings	Test subjects crossing in to sterile areas.	<ul style="list-style-type: none"> <li>Individual guidance provided from test station staff.</li> <li>Floor signage to provide direction.</li> </ul>	1	4	4	
17	Fire alarm activation	Persons unfamiliar with "Actions in the event of fire"	School emergency procedures adhered to.	1	4	4	
18	Lack of welfare facilities	Nowhere for staff to consume food/drink.	<ul style="list-style-type: none"> <li>Welfare space provided for staff, separate from testing areas.</li> <li>Staff only Toilet and hand washing facilities provided.</li> </ul>	1	3	3	
19	Waste	Incorrect disposal of waste	Packaging disposed of in general waste bin Tissues at swabbing desk disposed in double black bag and stored for 72 hours before disposing in skip PPE, Cloths and Mop Heads disposed of in Tiger bags and stored for 72 hours before disposing in skip Swobs and LFD cartridges disposed in Yellow bags and processed as hazardous waste.	1	3	3	



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### 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		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator		

### Additional Notes



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### Personal Protective Equipment to be used (Insert ✓)

Air Fed Helmet	Face Visor ✓	Goggles	Safety Glasses	Ear Defender	Safety Boots	Safety Shoes	Head Protection	Hair Net/Chef Hat	Overall	Hi-Viz	Apron/Tabard ✓	White /Chef Coat/	Half Respirator	Respirator	Dust Mask	Face Mask ✓	Harness/Lanyards	Rubber Gloves	Hand Protection ✓
Other:																			

### 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

**Declaration** - 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

Paul Jones (COO)

Signature of Lead Assessor

Date 08/01/2021

**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







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