



**DRAYTON MANOR HIGH SCHOOL**

## Risk Assessment for Asymptomatic Testing for COVID19 at Drayton Manor High School

Why this document is needed: Public Health England and the Health & 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.

<b>Assessment Date</b>	08/01/21	<b>Lead Assessor</b>	Lazarus Majstorovic			<b>Assessment Number</b>	02
<b>Activity/Task</b>							
<b>Description of task/process/environment being assessed.</b>	General and clinical activities on the asymptomatic testing site at Drayton Manor High School.						
<b>Activities Involved</b>	Traversing the site on foot. Testing school staff and students.					<b>Location</b>	Main Hall (A165), Allenby Building

## Hazard Identification and Evaluation

No.	Hazards	Associated Risks	Current Control/Mitigation Measures	Risk Evaluation (post measures)			Additional Control Measures Needed?
				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.	<ul style="list-style-type: none"> <li>● <b>Asymptomatic:</b> All staff and subjects are to be advised in advance not to attend if they have any symptoms of COVID19 (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>PPE:</b> All staff to wear appropriate PPE for the role assigned to them.</li> <li>● PPE should be changed whenever staff members leave and re-enter the Testing Centre (per session) or if protective properties are compromised or contaminated.</li> <li>● <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance of the building.</li> <li>● Face coverings/masks to be worn by subjects at all times whilst on the premises except for the for a brief lowering at the time of swabbing.</li> <li>● Requirement to wear face covering/mask to be reminded to all subjects in advance at time of booking.</li> <li>● Compliance with wearing a face covering/mask of all subjects to be visually checked on arrival by Reception/Registration Assistant.</li> <li>● Compliance with wearing a face covering/mask of all subjects to be visually checked on arrival by Reception/Registration Assistant.</li> <li>● <b>Hand Hygiene:</b> All subjects to use hand sanitiser provided upon arrival and adherence to this enforced by Reception/<i>Registration Assistant</i>.</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; <i>Testing Assistants</i>.</li> <li>● 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 the queue management &amp; sampling team.</li> <li>● No physical handling of documents to subjects except barcodes and PCR test kits for first 200 subjects.</li> </ul>	1	4	4	Tolerable. No additional control measures needed.

			<ul style="list-style-type: none"> <li>● <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidelines.</li> </ul>				
2	Contact between subjects and staff increasing the risk of transmission of COVID19: <a href="#">Welcome &amp; Registration.</a>	Transmission of the virus leading to ill health or potential death.	<ul style="list-style-type: none"> <li>● <b>Asymptomatic:</b> All staff and subjects are to be advised in advance not to attend if they have any symptoms of COVID19 (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>PPE:</b> All staff to wear appropriate PPE for the role assigned to them. PPE should be changed whenever staff members leave and re-enter the Testing Centre (per session) or if protective properties are compromised or contaminated.</li> <li>● <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance of the building.</li> <li>● Face coverings/masks to be worn by subjects at all times whilst on the premises except for the for a brief lowering at the time of swabbing.</li> <li>● Requirement to wear face covering/mask to be reminded to all subjects in advance at time of booking.</li> <li>● Compliance with wearing a face covering/mask of all subjects to be visually checked on arrival by Reception/<i>Registration Assistant</i>.</li> <li>● <b>Hand Hygiene:</b> All subjects to use hand sanitiser provided upon arrival and adherence to this enforced by Reception/<i>Registration Assistant</i>.</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; Testing <i>Assistants</i>.</li> <li>● 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 the queue management &amp; sampling team.</li> <li>● No physical handling of documents to subjects except barcodes and PCR test kits for first 200 subjects.</li> <li>● <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidelines.</li> </ul>	1	4`	4	Tolerable. No additional control measures needed.
3	Contact between subjects and staff increasing	Transmission of the virus leading to ill	<ul style="list-style-type: none"> <li>● <b>Asymptomatic:</b> All staff and subjects are to be advised in advance not to attend if they have any symptoms of COVID19 (including a fever and/or new persistent cough) or if they have returned within 14 days</li> </ul>	1	4	4	Tolerable. No additional control

	the risk of transmission of COVID19: <u>Sample Taking.</u>	health or potential death.	<p>from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</p> <ul style="list-style-type: none"> <li>● <b>PPE:</b> All staff to wear appropriate PPE for the role assigned to them. PPE should be changed whenever staff members leave and re-enter the Testing Centre (per session) or if protective properties are compromised or contaminated.</li> <li>● <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance of the building.</li> <li>● Face coverings/masks to be worn by subjects at all times whilst on the premises except for the for a brief lowering at the time of swabbing.</li> <li>● Requirement to wear face covering/mask to be reminded to all subjects in advance at time of booking.</li> <li>● Compliance with wearing a face covering/mask of all subjects to be visually checked on arrival by Reception/<i>Registration Assistant</i>.</li> <li>● <b>Hand Hygiene:</b> All subjects to use hand sanitiser provided upon arrival and adherence to this enforced by Reception/<i>Registration Assistant</i>.</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; <i>Testing Assistants</i>.</li> <li>● 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 the queue management &amp; sampling team.</li> <li>● <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidelines.</li> <li>● <i>Testing Assistant</i> to provide subject with verbal instructions if required and to reassure and calm subjects if necessary, to ensure both safe and correct test sampling.</li> <li>● <i>Testing Assistant</i> to remain behind transparent protective screening</li> <li>● <i>Testing Assistant</i> and Cleaner to provide regular cleaning to testing bays throughout the day (subjects are also asked to use disinfectant wipes to sanitise testing bays between tests).</li> </ul>				measures needed.
4	Contact between sample and <i>Test Centre</i> runner increasing the transmission of	Transmission of the virus leading to ill health or potential death.	<ul style="list-style-type: none"> <li>● <b>Asymptomatic:</b> All staff and subjects are to be advised in advance not to attend if they have any symptoms of COVID19 (including a fever and/or new persistent cough) or if they have returned within 14 days</li> </ul>	1	4	4	Tolerable. No additional control measures needed.

	COVID19: <u>Sample Transport.</u>		<p>from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</p> <ul style="list-style-type: none"> <li>● <b>PPE:</b> All staff to wear appropriate PPE for the role assigned to them. PPE should be changed whenever staff members leave and re-enter the Testing Centre (per session) or if protective properties are compromised or contaminated.</li> <li>● Processing area is a short distance from the testing bays; appropriate footwear must be worn at all times by all staff and care taken when transporting sample to processing area to avoid trips and falls.</li> <li>● In the event of a spillage, the surrounding area is to be evacuated immediately.</li> <li>● In the event of a spillage, the <i>Cleaner</i> is to clean the contaminated area of the Test Centre.</li> <li>● After the spillage has been contained the <i>Cleaner</i> must change the apron and gloves they are wearing.</li> </ul>				
5	Contact between samples and sample testers increasing the transmission of COVID-19: <u>Sample Processing &amp; Analysis.</u>	Transmission of the virus leading to ill health or potential death.	<ul style="list-style-type: none"> <li>● <b>Asymptomatic:</b> All staff and subjects are to be advised in advance not to attend if they have any symptoms of COVID19 (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>PPE:</b> All staff to wear appropriate PPE for the role assigned to them. PPE should be changed whenever staff members leave and re-enter the Testing Centre (per session) or if protective properties are compromised or contaminated.</li> <li>● <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance of the building.</li> <li>● Face coverings/masks to be worn by subjects at all times whilst on the premises except for the for a brief lowering at the time of swabbing.</li> <li>● Requirement to wear face covering/mask to be reminded to all subjects in advance at time of booking.</li> <li>● Compliance with wearing a face covering/mask of all subjects to be visually checked on arrival by Reception/<i>Registration Assistant</i>.</li> <li>● <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidelines.</li> <li>● Processing areas are to be cleaned between each test using the disinfectant wipes/disposable cloth and spray provided.</li> </ul>	1	4	4	Tolerable. No additional control measures needed.

6	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample Disposal &amp; Waste Disposal.</u>	Transmission of the virus leading to ill health or potential death.	<ul style="list-style-type: none"> <li>● <b>Asymptomatic:</b> All staff and subjects are to be advised in advance not to attend if they have any symptoms of COVID19 (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>Sample Disposal:</b> Waste from the Test Centre is disposed of alongside medical waste.</li> <li>● <b>PPE:</b> All staff to wear appropriate PPE for the role assigned to them.</li> <li>● PPE should be changed whenever staff members leave and re-enter the Testing Centre (per session) or if protective properties are compromised or contaminated.</li> <li>● <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidelines.</li> <li>● Processing areas are to be cleaned between each test using the disinfectant wipes/disposable cloth and spray provided.</li> </ul>	1	4	4	Tolerable. No additional control measures needed.
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>● Two 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 processing area and applied to Lateral Flow Device at this station.</li> </ul>	1	1	1	Trivial, No additional control measures needed
8	Damaged barcode, lost LFT or failed scan of barcode	Orphaned record on registration portal & no result communicated to subject	<ul style="list-style-type: none"> <li>● Rule-based recall of subjects who have not received a result within 1 hour of registration.</li> <li>● Subjects are called for a retest.</li> </ul>	1	1	1	Trivial, No additional control measures needed
9	Extraction solution which comes with the lab test kit contains the following components: Na <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen	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	<ul style="list-style-type: none"> <li>● <b>PPE:</b> All staff to wear appropriate PPE for the role assigned to them.</li> <li>● PPE should be changed whenever staff members leave and re-enter the Testing Centre (per session) or if protective properties are compromised or contaminated.</li> <li>● Nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Face coverings/masks to be worn at all times when handling the extraction solution. Protective</li> </ul>	1	1	1	Trivial, No additional control measures needed

	phosphate), NaHPO <sub>4</sub> (sodium phosphate monobasic) and NaCl (sodium chloride).	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>Impervious clothing/PPE to be worn to protect the body from splashes or spillages.</p> <ul style="list-style-type: none"> <li>● <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidelines.</li> <li>● Wipe surfaces on which the extraction solution has been spilled and dispose of cleaning material in line with the labs' waste disposal procedures.</li> <li>● <b>Environmental:</b> Do not let the extraction solution enter the drains.</li> </ul>				
10	Occupational illness or injury.	Injury or illness sustained by a team member through an event or exposure that occurs in the workplace that causes or contributes to a condition or worsens a pre-existing condition.	<ul style="list-style-type: none"> <li>● Test Centre is well lit to prevent injuries sustained in trips and falls.</li> <li>● No food or drink to be consumed in the Test Centre to prevent injuries to staff members sustained in trips, falls or choking.</li> <li>● PPE/Equipment to be stored at appropriate height or in storage trays and kept safely under desks.</li> <li>● Personal ergonomic equipment to be provided to staff upon request to prevent injuries arising from Repetitive Strain Injury (RSI) and Musculo-Skeletal Disorders (MSD).</li> </ul>	1	1	1	Trivial, No additional control measures needed
11	Manual handling.	Injury sustained by a team member through the mishandling or moving of equipment or other objects.	<ul style="list-style-type: none"> <li>● All required PPE/Equipment is present in the Test Centre.</li> <li>● Deep trays and trolleys are to be made available to staff members should they need to move PPE or equipment.</li> <li>● If there is a requirement to move PPE or equipment a trolley/sackbarrow is to be made available to them.</li> <li>● PPE/Equipment to be stored at appropriate height or in storage trays and kept safely under desks.</li> </ul>	1	1	1	Trivial, No additional control measures needed
12	Unauthorised access by members of the public.	Possible contamination of <i>Test Centre</i> and/or theft of equipment.	<ul style="list-style-type: none"> <li>● Duty of Reception to ensure that no unauthorised individuals are permitted onto the school site.</li> <li>● Reception and Registration Assistant to ensure that only subjects with appointments are permitted into the Test Centre.</li> </ul>	1	4	4	Tolerable. No additional control measures needed.
13	Uneven surfaces (floor protection in the testing and welfare centre).	Injury to subject or staff members incurred through tripping or stepping on an obstacle.	<ul style="list-style-type: none"> <li>● Cable Covers used to prevent cables and wires from being stepped or tripped on.</li> <li>● Test Centre is well lit.</li> <li>● Cleaner is to ensure that the floor is cleaned in the event of a spillage and that the Test Centre is kept free of litter.</li> </ul>	2	2	4	Tolerable. No additional control measures needed.

14	Stairs to/from sample processing, registration area and welfare space.	Injury sustained to subject or staff member through tripping or falling on stairs.	<ul style="list-style-type: none"> <li>• Test Centre is well lit.</li> <li>• Steps are few in number, regular in spacing and kept free of obstruction.</li> <li>• Steps have hand rails at an appropriate height, have clear edges and have good leading edge slip resistance properties.</li> <li>• Subjects will be instructed by staff to move carefully through the Test Centre.</li> <li>• Cleaner is to ensure that the floor is cleaned in the event of a spillage and that the Test Centre is kept free of litter.</li> </ul>	2	2	4	Tolerable. No additional control measures needed.
15	Inclement weather.	Injury sustained to subject or staff member through slip or fall on water puddle brought into the testing centre from outside.	<ul style="list-style-type: none"> <li>• Cleaner to ensure that any puddles are mopped up immediately.</li> <li>• All staff members are to remain vigilant and report spillages and puddles to the Cleaner.</li> </ul>	1	1	4	Tolerable. No additional control measures needed.
16	Electrical safety/plant & equipment maintenance.  Defective electrical equipment.	Injury sustained to a staff member through electric shock.	<ul style="list-style-type: none"> <li>• Desktop computers and laptops provided for the testing centre are to be cleaned using disinfectant wipes before and after use.</li> <li>• Desktop computers and laptops provided for the testing centre are routinely PAT tested.</li> <li>• Defective electrical equipment is to be reported immediately and a suitable replacement issued in its place.</li> </ul>	1	1	4	Tolerable. No additional control measures needed.
17	Use of shared equipment.	Potential transmission of COVID19 between staff members.	<ul style="list-style-type: none"> <li>• <b>PPE:</b> All staff to wear appropriate PPE for the role assigned to them.</li> <li>• PPE should be changed whenever staff members leave and re-enter the testing site area (per session) or if protective properties compromised or contaminated.</li> <li>• <b>Cleaning:</b> Regular cleaning of the testing centre, including wipe down of all potential touchpoints, in accordance with PHE guidance.</li> </ul>	1	1	4	Tolerable. No additional control measures needed.



<b>Control Improvements</b>				
<b>Action No.</b>	<b>Recommended additional control measures</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Date Completed</b>
1	Content of the Risk Assessment to be communicated with all workers as part of induction.	COVID Coordinator	12/2/2021	12/2/2021
2	'Toolbox talks' to be delivered to all workers on a regular basis including slips, trips, falls and complacency.	COVID Coordinator	12/2/2021	12/2/2021

<b>Additional Notes</b>

**Risk Evaluation:**

**Likelihood**

**Rare** - probably will never happen.

**Unlikely** - do not expect it to happen.

**Possible** - might happen.

**Likely** - will probably happen.

**Almost certain** - will undoubtedly happen.

**Severity**

Negligible Minor.

Negligible Major.

Critical.

**Risk Control Strategies**

Intolerable – stop activity, take immediate action to reduce risk.

Substantial – take action within an agreed period.

Tolerable – monitor the situation.

Trivial – no action required.

		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

**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 practical.

<b>Persons involved in the assessment</b>	Lazarus Majstorovic
<b>Signature of the Lead Assessor</b>	<b>Date:</b> 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 accident.

Review Date	Comments	Reviewed by	Signature		Review Date	Comments	Reviewed by	Signature

<b>Health &amp; Safety Risk Assessment Sign-off Sheet</b>	<b>Assessment Number</b>	02
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**Declaration by employees involved in the activity 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 to others.