

Mass Asymptomatic COVID 19 Testing Risk Assessment



1. **This risk Assessment will be reviewed by Team Leaders BDo, MBa, ADa, DMA.**
2. **Description of Task:** Testing of staff, pupils, Post 16 students and others. Lateral Flow Device (LFD) Antigen testing is used to estimate the incidence and prevalence of COVID19 in the school population. It involves the processing of human nasal swabs, throat swabs, with a Lateral Flow Device (LFD) in accordance with NHS Test and Trace procedure. The testing may take place weekly for staff, or daily if serial testing for close contacts of cases and for pupils testing on day 1 and then again 3 – 5 days later. The LFD test kit uses immunochromatography, which draws the sample along the device in a similar way to a home pregnancy test kit. LFDs are designed to be used outside a formal laboratory setting and can be used for frequent testing of large numbers of asymptomatic people.
3. The Risk Assessment has looked at the 'Initial Set-up' which is compliant with NHS Guidelines. The following pages are schematics that have been followed by Overley Hall as part of the set-up process, and follows the NHS COVID-19 National Testing Programme: 'How to Guide' Rapid Testing in Schools and Colleges which was produced on the 30 December 2020. Pages 6,7,12,13,14,15,16, and 17 have been reproduced to make clear how the process have been established. There is one exception to this and that is detailed on the last schematic, Waste Disposal. This variation has been approved, and therefore Overley Hall has been fully compliant with the set-up procedures.
4. All staff nominated as Test Leaders, Quality Lead, COVID-19 Coordinators, Test Assistants, Cleaners, and Registration and Results Recorder have received training which supports compliance with the procedures laid down by the NHS.

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section
<p>A. Inappropriate premises and facilities identified for testing.</p>	<p>Staff and pupils attending – failure to follow agreed Standard Operating Procedures (SOPs), because of insufficient space which may jeopardise the validity of testing and cause harm from possible infection.</p>	<p>Room chosen (the Library) is:</p> <ul style="list-style-type: none"> - Large enough to create a doffing station upon entry to the test site whilst socially distancing. - Large enough to set up one-way queuing/walk through system, a registration area, two single private booths and test stations, areas for processing and recording results. - Allows for social distancing measures between all areas. - Has adequate ventilation (via open windows) to ensure air is not recirculated. - enough space facilitates one-way systems. - Can be kept separate from all other school classroom activities and normal functioning of the school, having minimal disruption. - Has internet access/mobile signal. - Is well lit. - Is easy to clean with non-porous flooring, all washable surfaces. - Is secure (star key locked) -Booths are large enough for client to be able to stand up in to swab, or sit down to swab with room for a second or third person to support if necessary. 	<p>H</p>	<p>Full training (face to face and mandatory online training to be provided to Test Teams prior to rolling out the testing. Copies of all certificates to be forwarded to Bev Doran. Log to be kept of the training taking place (QMF). (BDo)</p> <p>Quality Management File to be created which Team Leaders a have responsibility for ensuring records are completed.(BDo)</p> <p>All staff to be given an indexed file which gives an overview of procedures and essential documentation. (BDo)</p>	<p>Refurbishment works have been completed on 06.01.2021 in the Library which mitigates the risk of insufficient space, and thereby allow Standard Operating Procedures to function efficiently.</p>	<p>L</p>

<p>A (continued) Inappropriate premises and facilities identified for testing.</p>	<p>Staff and pupils attending – failure to follow agreed SOPs, because of insufficient space which may jeopardise the validity of testing and cause harm from possible infection.</p>	<ul style="list-style-type: none"> - All unnecessary items removed other than the wipe-able furniture required for testing layout, library shelving, has been covered to maximise space and to ensure continues sterile conditions. - Testing staff have access to a dedicated toilet/washing facility which are cleaned twice per day. - Has an ambient temperature of 15'-30'C during testing. - Has appropriate and secure storage for test equipment (2-30C) and PPE - Test site has been registered as a test station. Test site ID is ONAQ. - Test site has a smooth and level floor to prevent trips and possible spills risking cross infection. - Mirrors and signage in place to guide test site processors. - Full quality assurance procedures in place to ensure protocol is followed and applied each session. 	<p>M</p>	<p>Create a system to be sure the quality of the service is high and in line with NHS expectations. The Quality Assurance should check the competency of all test operatives who are:</p> <ul style="list-style-type: none"> - Registering - Swabbing - Processing - Recording - Leading - Systems - Procedures - Environment for testing is fitting. <p>There will also be an overall 'Quality Check' and a Team Leaders assessment completed. QA assessments will be completed daily and during the end of shift briefing shared and discussed. Filed in the QMF.</p>	<p>Refurbishment Works have been completed on 06.01.2021 in the Library which mitigates the risk of insufficient space, and thereby allow Standard Operating Procedures to function efficiently.</p> <p>QA system has been created and copies can be found in the QMF.</p>	<p>L</p>
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<p>B. Pupils/staff cannot register for a test.</p>	<p>Participants will not be able to be tested without registration.</p>	<p>Those to be tested must have:</p> <ul style="list-style-type: none"> - Have registered and given signed consent for a test - Registration must take place on school internal spreadsheet. - Accompanying staff or registration staff are able to support this registration process by using the school mobile works phone or laptop. 	<p>M</p>	<p>Consent forms must be checked each time a participant attends for a test. The school's internal spreadsheet must log the date and time each time a participant arrives. Results also need logging here. Website https://log-coronavirus-test-site-results.service.gov.uk/ must be accessible (on laptop or phone) to record each result.</p>	<p>Existing phone has been upgraded to meet the requirements – 06.01.2021.</p>	<p>L</p>

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C. Inappropriate staff supporting testing.	Failure to follow agreed SOPs may jeopardise the validity of testing of staff and pupils and cause harm from possible infection.	<p>Testing staff are:</p> <ul style="list-style-type: none"> - Appropriately trained, DBS checked and/or supervised in their role. Awareness of KCSE. Training includes test preparation and test results, clinical swabbing, safe donning and doffing of PPE etc. - Testing staff understand their duties and have appropriate time allocated for their role e.g.: Team Leader, queue co-ordination, registration; test assistant, test processor and recording results - Team leader ensures quality of testing and adherence to SOPs - Respiratory hygiene, hand washing, safe donning and doffing of PPE and social distancing guidance are regularly reinforced by Team Leader and monitored. 	M	<ul style="list-style-type: none"> • All staff to forward certificates to BDo, training logs carried out. • Dry run carried out daily • Quality Assurance carried out daily by Team Leaders and log kept • Quality checklist carried out by Covid 19 Coordinators and log kept • Competency assessments carried out daily • Ensure there are sufficient staff to not over burden individuals, sharing out the work/ rota of staff on duty • Ensure new staff are trained and shadowed in their role. 	All actions completed by 06.01.2021.	L

<p>D. Failure to obtain consent from those being tested.</p>	<p>Staff and pupils attending – failure to follow agreed Standard Operating Procedures and breach of safeguarding protocols.</p>	<p>- Participants are advised of how the test data will be used and signed consent given - Written consent is obtained and recorded from each participant before the first test is performed. - For those people unable to give informed consent due to age (<16) or mental capacity, written consent is obtained from parent /carer/guardian - The school stores a copy of consent forms as required by their information governance policy.</p>	<p>M</p>	<ul style="list-style-type: none"> • Self-addressed envelopes provided to parents with consent forms. • Privacy notices emailed out. Participants are asked during their registration if they have read, understood and agree to the privacy notice. A washable copy located on the registration desk. Staff to sign and date consent form to agree to it. • Registration staff will ensure consent has been received prior to testing. Consent will be logged on the Covid 19 Test Register. • Social stories will be used to help our pupils and post 16 young people to understand. 	<p>All actions completed by 06.01.2021.</p>	<p>L</p>
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<p>E. Contact between persons increasing the risk of transmission of COVID19.</p>	<p>Testing staff or participants may be harmed by transmission of the virus leading to ill health or potential death.</p>	<p>Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</p> <ul style="list-style-type: none"> - 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. Anyone with symptoms must attend for a PCR test through the national system. - Those to be tested must NOT attend if they have been advised to self-isolate with a household member or have ongoing contact with someone who has received a positive test. - Testing unit staff should make the assumption everybody could be COVID 19 positive and strictly follow SOPs. <p>Face masks: - IIR 3 ply (medical masks) face masks to be worn by all subjects at all times whilst in test centre except for brief lowering at time of swabbing. Requirement to wear face masks to be reminded to all subjects by signage on entering the building and test suite.</p> <ul style="list-style-type: none"> - Compliance with wearing of face masks of all subjects to be visually checked on arrival by registration, SEND pupils will not be expected to wear face masks or gloves. Compliance with wearing of face masks of all subjects to be 	<p>M</p>	<p>Ensure that an adequate stock of PPE, sanitiser, wipes a is available for testing suite staff and participants</p>	<p>All actions completed by 06.01.2021.</p>	<p>L</p>
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		<p>visually checked through building by queue managers and all other staff.</p> <p>-Hand hygiene: All subjects to use hand sanitiser provided on arrival and at regular times during time in testing suite. Adherence to this enforced by reception and testing staff.</p> <p>-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.</p> <p>-A one-way flow of participants through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management and test site operatives</p> <p>-Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance and as directed by training.</p> <p>-Limited clutter-chairs only on request; no physical handing of documents to subjects except registration card which details relevant barcodes, test site details and time of test. Swab stick to be given if they are self-swabbing.</p>		Ensure that an adequate stock of PPE, sanitiser, wipes a is available for testing suite staff and participants		

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E. (continued) Contact between persons increasing the risk of transmission of COVID19	Testing staff or participants may be harmed by transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> -Testing staff wear IIR grade face masks and visors/goggles, disposable gloves and aprons/long sleeved aprons as per role guidance in SOPs. - All staff regularly reminded of infection prevention & control guidance. - PPE is worn for sessional or individual use as required by the SOPs and changed if soiled/contaminated. -School has timetabled testing to avoid overcrowding of test station and immediate vicinity. - “Business as usual” school staff not to enter the testing site - Signage is displayed at entrance/exits to test area for: <ul style="list-style-type: none"> Wearing of face coverings Use of hand sanitiser Not to attend with symptoms -70% alcohol hand sanitiser (EN1500 standard) provided by entrance, exit and at each testing area and workstation. - Use of sanitiser/wearing of face masks/social distancing is enforced by queue monitor. 	M	Ensure that an adequate stock of PPE is available for testing suite staff and participants	All actions completed by 06.01.2021.	M

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E. (continued) Contact between persons increasing the risk of transmission of COVID19	Testing staff or participants may be harmed by transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> - Pupils/staff are tested from the same bubble. - Every staff member in school to be placed into a bubble and required to stay within that bubble across the working day. - Specified face masks IIR 3 ply (medical masks) to be worn at all times by those being tested except when lowered for swabbing purposes. - Spare IIR face masks are available for participants if needed. - Tables and chairs used which can easily be cleaned (non-porous) are easily cleaned - All touch points are disinfected with anti-viral single use wipes between tests. - No equipment is shared. - Perspex screens installed at registration and processing desks where possible (testing staff to wear IIR face masks/visors/goggles where these are not available) - Floor markings identify 2m social distance requirements in queue and testing areas - Pupils and staff to return to working area immediately after testing and do not wait in vicinity for results - Staff supporting top up of supplies within test premises do so when no testing activity is taking place 	H	<p>Checklist to be used to check test areas have the required test kit and cleaning resources – link to COVID coordinators role to check. Team leads to periodically check audits.</p> <p>IIR face masks to make available at both entrances to the school and at the main door into the Children’s Home for incoming staff and any students whose preference is to wear a mask.</p> <p>Participants and staff in test site will be expected to wear disposable shoe coverings to prevent contamination of the school.</p>	All actions completed by 06.01.2021.	L

<p>F. Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs</p>	<p>Testing staff or participants may be harmed by transmission of the virus leading to ill health or potential death</p>	<ul style="list-style-type: none"> - Only sealed swabs are given out. - Any damaged swab/test packaging is not used, is treated as clinical waste and non-use recorded. - All those being tested to sanitise hands, use a tissue to blow their nose, and sanitise again before opening swab pack. - Verbal explanations are provided of how to use the swab in throat and nose. - Laminated posters explaining swabbing process are displayed. - Symbol and picture social story available to support pupils who may benefit - Test subject advised to avoid touching swab on any surface within mouth other than tonsils. - Freestanding mirror's provided in testing area. - Disposable vomit bowls are provided for those with gag reflex and spillage guidelines followed. - Alternative double mid-turbinate swabbing can be used. - Test area/booths are thoroughly cleaned and disinfected before next use e.g.: table, chair, mirror and laminated posters are wiped between each test with disposable cloths and disinfectant effective against enveloped viruses. 	<p>M</p>	<p>Training completed. Support given by staff who know the young person well. Competency checks carried out daily.</p>	<p>All actions completed by 06.01.2021.</p>	<p>L</p>
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<p>F Difficulty with carrying out throat and mid-turbinate nasal swab whilst testing children due to heightened anxiety</p>	<p>Testing staff, other participants and children who present with challenging behaviour and/or self-injurious behaviour due to raised anxiety/fear of the testing process or the unfamiliar clinical environment.</p>	<p>Pupil testing Follow PSP strategies at all times whilst preparing young people for the COVID 19 LFD test and whilst supporting the young person throughout the testing process.</p> <p>Tutor to decide the best location to swab the young person, to ensure the young person's anxiety is kept to a minimum. The decision is likely to come down to whether it would be best to carry out the swab in the Classroom or in a booth in the Test Site.</p> <p>To be extra vigilant and read gestures or indicators which may suggest the student is uncomfortable as a refusal of the test and stop immediately. Praise and reward the young people for their effort.</p> <p>Where at all possible the swabbing operative most familiar with the young person to carry out the test to reduce anxiety. Staff supporting to be part of their bubble and familiar to the young person.</p> <p>Swabbing operatives to speak calmly and show the children who they are by lifting their face guards as they greet the children. Sanitise the young person's hands as they enter the room and take the young person round to the booth. Use the visuals available in the booth to make the child feel this is just another learning experience. The person swabbing should then use the task analysis strip to guide the child through the</p>		<p>Share with parents copies of the Social Stories and task Analysis Strip to reassure parents anxiety</p> <p>A telephone call to the parents should be made to relay the outcome of the process if positive.</p> <p>Visuals to be placed strategically to help guide the young person through the test site and the testing process and back up what is being explained.</p> <p>Reflect each day and adapt the risk assessment as lessons are learnt.</p>		
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<p>F continued Difficulty with carrying out throat and mid-turbinate nasal swab whilst testing children due to heightened anxiety</p>		<p>process. Reassuring throughout. Take the test at the pace of the young person. Swabbing of the throat and nose should be attempted. If the child cannot open their mouth upon request and after showing the task analysis strip the Swabber should try taking a swab from the nose, both nostrils.</p> <p>Person swabbing should be supported by the member of staff supporting the young person from their bubble.</p> <p>The swabbing test operative should ensure all effort is rewarded and the young person should be supported out of the room in a calm and positive manner.</p> <p>A telephone call to the parents should be made to relay the outcome of the process if positive.</p> <p>Ensure there are no other participants in the test site prior to the young person entering the test site. Only one student in the test site at any one time.</p> <p>If the swabbing is to be done outside the test site as much privacy as possible is to be given to the young person. Full PPE to be worn by the person swabbing. Task Analysis Strip to be used to explain what is happening. Vial with buffer should be close by ready to receive the swab.</p> <p>Once the swab has been carried out it should be placed into the vial and disposed directly into a yellow and black binbag. The lid should be placed</p>				
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		on the vial and then quickly taken back to the test site for processing.				

<p>F Risk of parents, visitors and carers cross infecting children and/or staff</p>	<p>Children and staff may be harmed by transmission of the virus leading to ill health or potential death as a result of an external visitor such as a relative, or external professional.</p>	<p>During a 'lockdown' situation ALL visitors to Overley Hall will be asked to take a LFD Covid 19 test. Parent/ visitor/ outside contractor testing</p> <p>Schedule to be created to be able to manage testing and ensure the test site is open, and set up in readiness for visitors to be swabbed and processed.</p> <p>Ensure our policy is shared with stake holders to aid in their cooperation.</p> <p>LEAD on duty to oversee the testing of visitors.</p> <ul style="list-style-type: none"> - Full PPE to be worn by Lead during transitioning into and out of school and test site. - Visitors to be asked to wait in their vehicles or outside designated area until their appointment time when they will be escorted into the school by the Lead. - Before bringing the visitor into school our 'Procedure for visitors', found in our Covid 19 generic risk assessment, will be adhered to (Section 'Parent Contact') A questionnaire will used to ascertain visitors are not displaying any symptoms of Covid 19 and that they have not been in contact will anybody who has tested positive for Covid19 recently. Temperature checks will ensure their temperatures are below 37.8'. Visitors will be asked to 	<p>Potentially High H</p>		<p>All risk management strategies are in place as from 12.01.2021 and therefore risk level reduces to Low L</p>	<p>L</p>
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		<p>change their face covering for a medical mask and hand sanitise in school reception. Staff will sign the visitor book taking care to sanitise the pen and then escort directly into the test site. Test operatives will then take over ensuring consent, registration, swabbing and processing. Route for transition will be sprayed with sanitiser including any surfaces visitors have come into contact with.</p> <p>Visitors will then be asked to sit in their vehicle or designated outdoor area for thirty minutes after which time results will be shared.</p> <p>If their test is positive, they will be asked to leave, told to self-isolate and to take a PCR test. School can offer a PCR test for them to administer at their home which they can post off for testing as an alternative option. Advice will be offered by the Lead on duty.</p> <p>If their test proves to be negative the visit can commence wearing IIR grade masks and coordinated in a controlled area which is most likely to be the Coach House.</p>				
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<p>G. Failure to manage samples and coding</p>	<p>Failure to follow agreed SOPs– participants may receive wrong results</p>	<ul style="list-style-type: none"> - Registration staff ensure registration card which shows unique bar code is given to participant - Participant unique barcode is logged on school's internal spreadsheet against participants name -2 identical barcodes (to the one given to participant) are provided to swabbing team. - barcodes are double checked against participants card at all stages of testing journey - Barcodes are attached by testing staff at sample collection desk - Barcodes are checked for a match at the analysis desk and attached to Lateral Flow Device (LFD) - LFD is processed in accordance with SOPs and manufacturers guidance - Samples are processed one at a time - Tube racks are used to avoid spillage - Extraction solution bottles are cleaned with anti-viral disinfectant wipes between samples - Test processor changes gloves between each test - The correct amount of extraction solution is used - Enough time is allowed for each sample to register the results (30 minutes) - Results are not recorded until 30 minutes is up. -codes are double checked against spreadsheet code at the end of the testing journey. 	<p>M</p>	<p>Training provided and guidance strictly adhered to. Ensure the registration and recorder staff are naturally organised and thrive on accuracy and detail.</p>	<p>All actions completed by 06.01.2021.</p>	<p>L</p>

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G.(continued) Failure to manage samples and coding	Failure to follow agreed SOPs- Test subject may receive wrong results	<ul style="list-style-type: none"> - Participants bar codes are checked against registration card at swabbing and processing stages. - Permanent black pen is used to record results - Testing process is supervised - Errors are reported and investigated. Serious incidents are recorded and stored in the QMF. - Results are monitored/validated as required by SOP. 	M	<p>Competency audits are carried out.</p> <p>Training is completed and role play to ensure SOP is followed and understood.</p>	All actions completed by 06.01.2021.	L
H. Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & “No Result” advice to test subject	<ul style="list-style-type: none"> -If participants are not able to retrieve result they are advised to contact school immediately. -if barcode damaged and unable to be read by screenshot it can be input into the government website manually. -if damaged so can't be read at all check school internal spreadsheet for correct code 	L	Operatives to be aware of these processes.	All actions completed by 06.01.2021.	L

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<p>I. Use of test solutions when processing test kit. Contains the following components: Na₂HPO₄ (Disodium Hydrogen Phosphate), NaH₂PO₄ (Sodium Phosphate Monobasic), NaCl (Sodium Chloride).</p>	<p>Testing staff could be harmed by inappropriate use of chemicals</p>	<ul style="list-style-type: none"> - Chemical components are not classified as hazardous for use as designed. - Full PPE is worn at all times when handling extraction solution - Tester's will not use solution if use by date has expired - Advice on material safety data sheet is followed in case of spillage, inhalation, ingestion or absorption through the skin or disposal of surplus product - Training is provided in handling potentially biohazardous samples, chemicals and good lab practice. 	<p>L</p>	<p>Material safety data sheets to be made available for chemicals used in process.</p>	<p>All actions completed by 06.01.2021.</p>	<p>L</p>

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<p>J. Test staff feeling unwell/ Displaying COVID 19 symptoms.</p>	<p>Testing staff and participants could be exposed to COVID19 virus.</p>	<ul style="list-style-type: none"> - Member of testing staff will isolate and remove themselves from the test centre immediately following safe travel guidance and request a test. - Any PPE worn by testing staff or those supporting them is treated as clinical waste for 72 hours before being disposed of. - Their work area is thoroughly cleaned and disinfected before re-use - Spare staff capacity in place to replace their role. - staff member to go and have appropriate PCR test. -staff working in close proximity to be made aware of need to complete 7 day LFT process if result is positive 	<p>M</p>	<p>Follow protocol strictly.</p> <p>Ensure deep clean takes place of the test site and the school.</p> <p>Discuss protocol during training session. Offer reminders during briefing sessions.</p>	<p>All actions completed by 06.01.2021.</p>	<p>L</p>

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<p>K. Failure to manage those who test as Positive for COVID 19.</p>	<p>Other occupants of the premises could be exposed to COVID19 virus.</p>	<ul style="list-style-type: none"> - Participant with positive test LFT will be taken out of class discreetly, advised of test results (where appropriate) and taken to well ventilated isolation area for suspected Covid 19 cases - Pupil/staff member will be advised to leave the site immediately, and to follow safe travel guidance - Participant advised to go for a PCR test or to receive a self swab PCR to confirm or negate result. - If negative result participant will need to have another LFT test and be negative before returning to working duties - Head of Care will be informed (if required) to ensure appropriate self-isolation is determined. - Pupil/staff member must follow national isolation guidance with their household. 	<p>H</p>	<p>Isolation area not to be used again until cleaned and disinfected.</p> <p>School takes advice from Local Outbreak Control and isolate close contacts / or serial tests of close contacts.</p>	<p>All actions completed by 06.01.2021.</p>	<p>M/L</p>

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<p>L. Lack of planning for emergencies</p>	<p>All persons could be harmed by failure to provide first aid in case of injury or from exposure to fire and smoke or a test could be invalidated</p>	<ul style="list-style-type: none"> - First aid support is available at all times that the test site is operating. - First aiders have the required PPE to support Covid-suspect cases - All Overlay staff working as test operatives will be fully trained first aiders - Fire evacuation notices are displayed in testing premises - All test staff are made aware of fire evacuation procedure - Fire exits from testing site are unlocked at all times during occupancy - Visitors supporting younger pupils (where tested) are made familiar with emergency procedures - In the event of an emergency, all samples that have been placed into the extraction buffer or have not been marked by pen with a result will be abandoned, and later recorded as invalid. Subjects who receive an invalid result will need to be retested. 	<p>H</p>	<p>Ensure First Aid Kit is available in the Test Site</p> <p>Test site staff will evacuate to the playground ensuring one staff member has a radio to inform fire marshal of their numbers and whereabouts. Staff informed during the training session. All PPE to be doffed prior to the evacuation if safe to do so and refreshed upon return to the building.</p> <p>Lead person to ensure errors and serious incidents are fully recorded and discussed in end of day briefings with test operatives. Findings upon reflection to be used to update the risk assessment.</p>	<p>All actions completed by 06.01.2021.</p>	<p>L</p>

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section
M. Unsafe manual handling.	Testing staff could be harmed by musculo-skeletal injury	<ul style="list-style-type: none"> - Safe handling principles are followed - PPE and test kits are stored appropriately to avoid reaching and stretching to access items - Two person lifts used (wearing PPE) where furniture needs to be moved to set up test site. 	L		All actions completed by 06.01.2021.	L
N. Running out of appropriate PPE and testing apparatus and testing supplies leading to not being able to carry out testing programme which could potentially lead to the spread of COVID 19 and staffing levels dropping due to the need for self-isolation.	Staff, Pupils, Parents	<ul style="list-style-type: none"> - Creating a spreadsheet to ensure adequate stock control is monitored daily and replenished to ensure the smooth running of the testing. -Ensuring a named person is given responsibility for ensuring stock maintenance. Ensure this person has carried out all training (6 modules) and so understands the needs and reason for stock. -Ensure the test site is fully set up in advance of the day of testing. Ensuring the buffer solution is in the room and at the appropriate temperature ready for testing between 15°C and 30°C. - Person with responsibility to have twice weekly meetings with the Lead Person to discuss stock, deep cleaning and set-up. 	L	<p>Place posters up on the two entrances into the preparation room where stock is being stored ensuring staff are aware not to take from the stockroom to be used in classrooms.</p> <p>Make sure PPE and sanitising products are kept securely stored in sluice room and kept well stocked by designated staff member.</p>	All actions completed by 6 th January 2021	L

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section
<p>O. Inappropriate storage and disposal of clinical waste.</p>	<p>Others in the waste chain could be exposed to COVID19 virus.</p>	<p>Where no clinical waste contract is in place, the waste is to be triple bagged and marked with date and time and held for 72 hours (when it can enter the normal waste chain).</p> <p>Clinical waste bins used to collect all waste in line with the SOPs at all test stations and separate collection of PPE waste.</p> <p>Ideally the clinical waste bins used will be open as to not contaminate the lid by opening it.</p> <p>Swabs, LFD test devices, PPE and cleaning cloths and tissues are to be treated as clinical waste.</p> <p>Waste bags will be yellow and tied with fasteners.</p>	<p>L</p>	<p>Procedures are in place to hold waste for 72 hours (in the case of a positive result)</p>	<p>All actions completed by 06.01.2021</p>	<p>L</p>

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section
O. Exposure of cleaning staff	Cleaning staff could be exposed to COVID19 virus	<ul style="list-style-type: none"> - Testing staff undertake cleaning of test areas and high touchpoint areas between each test - Cleaners only enter test area when testing activity has ended unless called to deal with a spillage - Type IIR masks, gloves and aprons/long sleeved aprons are worn by cleaning staff in non-Covid secure areas - All potentially contaminated surfaces are cleaned and disinfected using single use cloths/wipes, paper roll or disposable mop heads - Supplies of suitable cleaning agents and disinfectants compliant with SOPs are available i.e ChloreClean® and Clinell® Universal Wipes - PPE must be discarded after cleaning up spillage - Cleaning materials and PPE are treated as offensive waste and placed in a yellow and black striped bag. 	L		All actions completed by 06.01.2021	L

5. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

6. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

		Potential severity of harm <i>(this may injury, loss or damage)</i>		
		Minor Harm 1	Moderate Harm 2	Serious Harm 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Low 2	Medium 3
	Unlikely 2	Low 2	Medium 4	High 6
	Likely 3	Medium 3	High 6	High 9

Risk Rating	Action Priority
High (6-9)	Immediate action required
Medium (3-4)	Actions to control the risk must now be considered and steps to manage the risk until control measures can be provided must implemented.
Low (2)	Implement reasonable control measures and monitor.
Trivial (1)	No action required unless level of harm or likelihood changes.

7. Assessment

Signature of Assessor(s):

Signature of Line Manager:

Mass Asymptomatic COVID 19 Testing Risk Assessment updated 14.01.2021.

To be updated weekly.

Print Name:

Print Name:

Date Assessed:

Review Date:

8. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

Name	Signature	Name	Signature