

# Risk Assessment January 2021

Assessment Date	13 <sup>th</sup> January 2021	Lead Assessor	Zoe Seth	Contract	NA	School	Cardinal Wiseman
<b>Activity / Task</b>							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Cardinal Wiseman Catholic School						
Activities Involved	Traversing the site on foot Testing school staff and students				Location		Hall
Who Might be affected	Employee ✓	Students ✓	Contractor ✓	Visitor ✓	Service User ✓		

## Risk Evaluation

Likelihood	Severity	Risk Control Strategies
Rare, will probably never happen/recur	Negligible	<b>Intolerable</b> – stop activity, take immediate action to reduce the risk
Unlikely, do not expect it to happen, but is possible	Minor	<b>Substantial</b> - Take action within an agreed period
Possible, Might happen	Moderate	<b>Tolerable</b> – monitor the situation
Likely, will probably happen	Major	<b>Trivial</b> – No action required
Almost Certain, will undoubtedly happen	Critical	

		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

## Risk control strategies

### Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Probability <sup>1</sup>	Severity	Risk	Additional control needed? Action No
1	Contact between persons 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 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, loss of smell/taste, 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.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by Pre-Registration &amp; Registration 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 Pre-Registration, Registration &amp; Queue Management 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 registration, queue management and sampling staff.</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 <i>queue management</i> staff.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and test kits.</li> <li>• The school has implemented a multi-open plan layout for testing.</li> </ul>	1	4	4	No

<sup>1</sup> P = Probability, S = severity, R = Risk

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Probability <sup>1</sup>	Severity	Risk	Additional control needed? Action No
2	Contact between persons 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	<ul style="list-style-type: none"> <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 at entrance.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by Pre-Registration &amp; Registration staff.</li> <li>• Hand hygiene: All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by Pre-Registration, Registration &amp; Queue Management staff.</li> <li>• 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 registration and queue management.</li> <li>• Welcome staff verbally and visually checks with subject that they are not experiencing COVID 19 symptoms. If the subject is experiencing symptoms then they should go to the COVID 19 waiting room to be collected by parents or, if an adult advised to return home and follow NHS guidance to book a PCR test.</li> <li>• One-way system implemented.</li> <li>• Numbers will be limited to prevent queues so far as is reasonably practicable, where queues do form these will not encroach on traffic routes to other areas.</li> <li>• Screened table meeting SOP requirements erected to protect staff at the registration point</li> <li>• If subjects have registered prior to attending, registration desk assistant will confirm that the registration is completed correctly, and the barcode is still with the test subject.</li> <li>• Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PH/SOP guidance</li> <li>• All Pre-Registration, Registration and Queue Management staff have completed the relevant online training and knowledge assessment details.</li> </ul>	1	4	4	Not at this stage

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Probability <sup>2</sup>	Severity	Risk	Additional control needed? Action
3	Contact between subject and Test Assistant increasing the transmission of COVID19: <a href="#">Sample taking</a>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Swabbing bays are booth style and meet the requirements of the Clinical Standard Operating Procedure</li> <li>Hand sanitiser will be provided within the booth and must be used by the subject prior to and after testing.</li> <li>Laminated instructions are provided for subjects to understand how to complete the test correctly, along with a mirror to view the inside of the mouth for oral swab.</li> <li>All potential touchpoints (chair, table, bin), mirror and laminated instructions in the swabbing bay will be cleaned after each test. Waste bins will be emptied every 60 minutes.</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>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>All Test Assistants have completed the relevant online training and knowledge assessment details.</li> <li>Further additional guidance will be provided for those students who struggle to take the self-administered test or have additional or SEN that means specialised support should be sourced.</li> </ul>	1	4	4	Not at this stage
4	Contact between sample and Test Assistant increasing the transmission of COVID19: <a href="#">Sample transport</a>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Test Assistant provided with PPE as per Clinical Standard Operating Procedure, i.e. fluid-resistant (type IIR) surgical mask (FRSM) and this must be worn at all times.</li> <li>Hand sanitiser provided for Test Assistant/Test Centre Runner to use between each test subject.</li> <li>Test Assistant must prepare the tray with the sealed sterile swab prior to the subject taking the test, with resources required to self-administer and complete the test with verbal guidance from the Test Assistant and visual guidance displayed within the booth.</li> <li>The subject will then be required to place their swab directly into the prepared extraction tube, which will be transported in the test tube rack on the tray provided by the testing assistant.</li> <li>If there is blood on the swab, the test <b>must</b> be done again. Test Assistant must prepare the tray with another test and dispose of the invalid swab following clinical waste procedure.</li> <li>Regular cleaning of the station including wipe down of all potential touchpoints especially the desk in accordance with PHE/SOP guidance. Subject required to clean touch points using provided disinfectant wipes within the testing station, using one site, one wipe, on direction method as provided in guidance by DHSC.</li> <li>Test Assistant to clean down all touch points in testing booth using paper roll and detergent in line with DHSC guidance, following the subjects exit from the booth.</li> <li>All Test Assistants have completed the relevant online training and knowledge assessment details.</li> </ul>	1	4	4	No

<sup>2</sup> P = Probability, S = severity, R = Risk

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Probability <sup>3</sup>	Severity	Risk	Additional control needed? Action
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	<ul style="list-style-type: none"> <li>Sample Tester (Processing Operative) provided with PPE as per Clinical Standard Operating Procedure, i.e. disposable gloves, disposable plastic apron, fluid-resistant (type IIR) surgical mask (FRSM) and eye protection. All PPE provided must be worn at all times when testing.</li> <li>Regular handwashing when taking a break, using welfare facilities, etc. and use of hand sanitiser when entering and exiting the test centre.</li> <li>Regular cleaning of the testing area in accordance with PHE/SOP guidance.</li> <li>Testing undertaken in line with instruction/ instruction provided; all Sample Testers have completed the relevant online training and knowledge assessment details.</li> <li>Sampling will be monitored at intervals throughout the test sessions,</li> <li>Samples will be held in a test tube rack of no more than 6 samples at one time.</li> </ul>	1	4	4	No
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	<ul style="list-style-type: none"> <li>Sample Tester (Processing Operative) provided with PPE as per Clinical Standard Operating Procedure, i.e. disposable gloves, disposable plastic apron, fluid-resistant (type IIR) surgical mask (FRSM) and eye protection. All PPE provided must be worn at all times when testing.</li> <li>Regular handwashing when taking a break, using welfare facilities, etc. and use of hand sanitiser when entering and exiting the test centre.</li> <li>Regular cleaning of the testing area in accordance with PHE guidance.</li> <li>Disposal of samples and waste undertaken in line with instruction/ instruction provided; all Sample Testers have completed the relevant online training and knowledge assessment details.</li> <li>Samples (swabs and cartridges) must be disposed of into a bin marked Chemical waste, with an unmarked yellow or clear bag lining it.</li> <li>Offensive waste (PPE, cloths, mop heads) must be disposed of into a bin marked Offensive waste, with a tiger bag lining it.</li> <li>All waste will be collected at regular intervals and stored in a safe, enclosed collection area for collection by the existing waste collector, in a separate 1100l wheeled bin that has been labelled as Offensive and Chemical Waste, to segregate its usage.</li> <li>Disposal procedures will be monitored at intervals throughout the test sessions.</li> </ul>	1	4	4	No

<sup>3</sup> P = Probability, S = severity, R = Risk

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Probability <sup>4</sup>	Severity	Risk	Additional control needed? Action
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	3	3	No
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal and No result communicated to individual	<ul style="list-style-type: none"> <li>Rule based recall of persons who have not received a result within 3 hrs of registration.</li> <li>Persons are called for a retest</li> </ul>	1	3	3	No
9	Extraction solution which comes with the lab test kit contains the following components:  Na <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate),  NaH <sub>2</sub> PO <sub>4</sub> (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"> <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> <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> </ul>	1	1	3	No

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10	Occupational illness or injury		<ul style="list-style-type: none"> <li>Regular breaks to be planned in so that test centre staff have the opportunity to move and take adequate breaks from tasks within the test centre.</li> <li>Appropriate welfare facilities provided, managed and maintained in a safe condition, e.g. break areas, drinking water, toilets, etc.</li> <li>Lighting suitable for the tasks being undertaken.</li> <li>Adequate ventilation provided and satisfactory temperature maintained (at least 16°C).</li> <li>DSE assessments to take place if a member of staff is working long hours on a computer</li> </ul>	1	2	2	No
11	Manual handling		<ul style="list-style-type: none"> <li>Load assessment must be made before attempting to move any object</li> <li>Loads are to be broken down into smaller loads, where possible</li> <li>Loads are to be moved carefully and slowly making sure the route is cleared of hazards before the journey is completed.</li> <li>Loads must be lifted using the legs with a straight back and twisting must be avoided.</li> <li>Site team responsible for moving supplies around site.</li> </ul>	1	2	2	No
12	Unauthorised access by members of the public		<ul style="list-style-type: none"> <li>Access only via access control system into building</li> <li>Secure site, e.g. palisade fencing around site, gates closed during the day, internal fencing, etc.</li> <li>CCTV coverage of premises/entrances</li> </ul>	1	2	2	No
13	Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> <li>Floor surface even and regularly cleaned; mats, loose carpets/carpet tiles or other trip hazards removed.</li> <li>Floor surface can be cleaned easily, especially in the event of spillages.</li> <li>Regular site inspections undertaken and recorded, a weekly inspection of the test centre will take place.</li> </ul>	1	2	2	No
14	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> <li>The location of the test centre does not require the use of stairs by staff or subjects.</li> </ul>	1	1	1	No

15	Inclement weather	Slips on ice, water, etc.	<ul style="list-style-type: none"> <li>Queuing in inclement weather to take place indoors in the Oscar Romero corridor (depending on numbers) or waiting provided for use in inclement weather.</li> <li>Students will be sent to test area in small groups</li> </ul>	1	2	2	
16	Electrical safety / plant & equipment maintenance  Defective electrical equipment		<ul style="list-style-type: none"> <li>All electrical equipment to have been PAT tested</li> <li>All electrical equipment to be visually checked before use for defects</li> <li>Electrical Installation Condition of the centre has been completed within the last five years and a satisfactory result was achieved.</li> </ul>	1	2	2	
17	Use of shared equipment		<ul style="list-style-type: none"> <li>Equipment will not be shared, wherever reasonably practicable.</li> <li>Where equipment must be shared, this must be cleaned with an appropriate cleaner after each staff member has finished using it.</li> </ul>	1	2	2	
18	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	2	2	
19	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>Rule based recall of persons who have not received a result within x hrs of registration.</li> <li>Persons are called for a retest</li> </ul>	1	2	2	



20	<p>Extraction solution which comes with the lab test kit contains the following components:</p> <p>NA<sub>2</sub>HPO<sub>4</sub> (disodium hydrogen phosphate),</p> <p>NaH<sub>2</sub>PO<sub>4</sub> (sodium phosphate monobasic),</p> <p>NaCl (Sodium Chloride)</p>	<p>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.</p> <p>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>	<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> <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>• Laminated posters detailing Donning and Doffing procedures for PPE to be displayed adjacent to waste bins.</li> </ul>	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	18.01.21	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	COVID Coordinator	18.01.21	

Additional Notes

<b>Declaration</b> - 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	Sara Billington, Christina O'Neill, Zoe Seth, Board of Directors
Signature of Lead Assessor	Date

<b>Reviews</b> – 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							
Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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**Declaration by employees involved in the activity detailed 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 others.

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date