



Midsomer Norton
Schools Partnership



Risk Assessment: St Dunstan's School

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 schools where the testing takes place.

Assessment date	04/01/21
Lead Assessor name	Cyrano Oakwood (& Lynda Bevan)
General description	Lateral Flow Covid-19 testing of Pupils and staff
Who might be affected	Employees, pupils, volunteers, visitors, service providers
Date of next review	Review at the end of each day for the first week of operation, then weekly or as required by new guidance or circumstances.
Headteacher's signature	Keith Howard

	Hazards	Associated risks	Current Control/Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	
1	Contact between subjects to be tested increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<p>Asymptomatic: All pupils and staff are to be advised not to attend school 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</p> <p>Face masks: Prominent signage reminding staff/pupils of the above to be displayed at the entrance to the building.</p> <p>Face coverings/masks to be worn by staff/pupils at all times during testing procedure except for brief lowering at time of swabbing.</p> <p>Compliance with wearing of face covering/mask to be visually checked on arrival by testing staff and other staff supporting the process.</p> <p>Hand hygiene: All subjects to use hand sanitiser provided on arrival and adherence to this enforced by test staff.</p>	1	4	4	See actions 1-10

			<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 test staff.</p> <p>One-way system: 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 test centre staff.</p> <p>Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>Limited non-essential items: No physical handling of documents to subjects except barcodes.</p>				
2	Contact between subjects to be tested and staff increasing the risk of transmission of COVID19: Registration process	Transmission of the virus leading to ill health or potential death	Test Centre staff will wear PPE as per instruction in training video	1	4	4	See actions 1-10
3	Contact between subject and test assistant increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	Test Centre staff will wear PPE as per instruction in training video	1	4	4	See actions 1-10
	Contact between	Transmission of the	Staff undertaking this role will wear full PPE as				

4	samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	virus leading to ill health or potential death	per the guidelines: mask, eye protection, apron and gloves	1	4	4	See actions 1-10
5	Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal	Transmission of the virus leading to ill health or potential death	All waste will be deposited immediately in the bins provided. These will be "hands-free" operation bins. Staff will be wearing PPE.	1	4	4	See actions 1-10
6	Incorrect result communication	Wrong samples or miscoding of results	Subject details are registered to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station	1	4	4	Lead Assessor to inform Covid Coordinator and record and report errors to NHS
7	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	Rule based recall of subjects who have not received a result within 3 hrs of registration & Subjects are called for a retest in the next available session	1	4	4	Lead Assessor to ensure subjects are called for retest
8	Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4	These components do not have any hazard labels associated with them, and the manufacturer states that there are no	PPE: 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	1	4	4	

	(sodium phosphate monobasic), NaCl (Sodium Chloride)	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	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. Environmental: do not let product enter drains Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the waste disposal procedures Do not use if the solution has expired - check date Adhere to guidelines in these training procedures to prevent improper handling. Follow procedures to mitigate against inhalation, skin contact or ingestion..				
9	Occupational illness or injury	Staff developing symptoms of Covid	Staff training and information provided and reminders regularly given weekly by Headteacher Staff to remove themselves from school immediately, isolate and arrange test	1	4	4	
10	Manual handling	Injury caused by incorrect manual handling techniques	Materials will be sub-divided into small packages. Only trained site staff to be asked to move heavier items using appropriate moving equipment where necessary	1	3	3	
11	Unauthorised access by members of the public	Possible safeguarding issue or danger of covid transmission	Reception is manned at all times and will not give access to test area without express permission of Covid-Co-ordinator	1	4	4	

12	Uneven surfaces (floor protection in the Testing and Welfare areas)	Trip Hazards	The testing centre will be located in Drama Studio and has been checked for potential trip hazards	1	3	3	
13	Electrical safety / plant & equipment maintenance Defective electrical equipment	Failure of equipment or electric shock from faulty equipment	All equipment is either within 12 month purchase date or has in date PAT test certificate 07/07/20	1	4	4	
14	Use of shared equipment	Cross contamination of equipment leads to possible Covid virus transfer	There will be no sharing of equipment. Chairs and tables will be disinfected between users.(Subjects will clean the booth before leaving as well)	1	4	4	
15	Correct procedures for the test - test subject	Incorrect methods used result in false results	There is a specific member of staff on hand to ensure students follow the pre-prepared instructions and give reassurance and advice. This member of staff will monitor the process to ensure procedures are correctly followed and if so will report this to the Lead Assessor.	1	3	3	Lead Assessor will arrange for test to be completed again with further guidance
16	Testing procedure causes injury or anxiety to subject	Subject is anxious or injured during self testing	There is a member of the testing team trained to help with overcoming anxiety around the testing procedure and will provide reassurance. Subjects can refuse to take the test at any point, or their test can be rescheduled. Nose bleeds from swabbing in the nasal passage and vomiting from swabbing tonsils are rare but staff are trained to be prepared for this. Tissues and sick bowls are on hand in front of the subject. Cleaners and all testing staff are fully trained in how to clean up in this situation and first aiders are on hand to assist subjects.	1	3	3	If test is spoiled the Lead Assessor will arrange for a test to be completed again with further guidance

Control Improvements				
Action No		Responsibility	Target date	Completed
1	Content of the risk assessment to be communicated with all staff and available on intranet	Covid Co-ordinator	7 January 2021	Shared with staff, parents and governors. Asked for feedback
2	Safety briefing to be delivered to all test staff on a regular basis and information posters about process to be readily available as reminders	Covid Co-ordinator	7 January 2021 and ongoing	Daily safety briefings prior to each testing session
3	All test centre staff to have access to the training portal, must have watched videos and reviewed the training materials and completed the relevant assessments. Certificates to be held by the Covid Co-ordinator. An onsite run through to be carried out on the first day of testing	Covid Co-ordinator	7 January 2021	All training completed on 6/1
4	Ensure there is sufficient PPE and other materials to meet the testing regime	Covid Co-ordinator	To be regularly reviewed	PPE checked following delivery, stock checked daily
5	Review workflow and testing area to ensure sufficient distancing	Covid-Co-ordinator	End of first testing session	Fully checked by KH (Covid19 coordinator)

6	Test site flooring must be non-porous	Covid Co-ordinator	7 January 2021	Wooden varnished floor
7	Test site must be well lit and have good airflow	Covid-Co-ordinator	7 January 2021	Ventilation fans - no recirculation and doors kept open
8	One-way direction of travel for test subjects. (If not possible, enough room should be provided for the test subject to exit room whilst maintaining social distance.)	Covid Co-ordinator	7 January 2021	One way system in place with two metre markings
9	Each swabbing area must be 2m apart with processing desk close (no more than 1m)	Covid-Co-ordinator	7 January 2021	Swabbing areas 2 metres+ from each other and separate processing desk close to each swabbing area
10	Test subjects must not enter the processing area.			Desks and room dividers prevent test subjects being able to enter processing area

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