

## WEATHERHEAD HIGH SCHOOL ASYMPTOMATIC TESTING 2021

### RISK ASSESSMENT - PART C

#### Risk Assessment

Assessment Date	22/01/21	Lead Assessor	KMA/DG	Contract		Assessment Number	
Review Date	08/03/2021						
<b>Activity / Task</b>							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Weatherhead High School						
Activities Involved	Traversing the site on foot Testing staff and key worker/vulnerable students				Location	Sports Hall	
Who Might be affected	Employee ✓	Student ✓	FM Staff ✓	Cleaners ✓			

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				Probability	Severity	Risk	
1	Contact between participants increasing the risk of transmission of COVID-19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li><b>Asymptomatic:</b> All participants 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 and/or loss of taste or smell) or if they have returned within 10 days from any part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</li> </ul>	1	4	4	Checked at registration stage

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			<ul style="list-style-type: none"> <li>● <b>Face masks:</b> Prominent signage reminding attending participants of the above to be displayed at the entrance to the building.</li> <li>● Face masks to be worn by staff at all times whilst on the premises (students when moving around the building) except for brief lowering at time of swabbing.</li> <li>● Requirement to wear face masks to be reminded to all participants in advance at time of test booking.</li> <li>● Compliance with wearing of a face mask of all participants to be visually checked on arrival by reception staff.</li> <li>● Compliance with wearing of a face mask of all participants to be visually checked through the building by staff.</li> <li>● <b>Hand hygiene:</b> All participants to use hand sanitiser provided on arrival</li> <li>● <b>Social distancing:</b> Two metre social distancing to be maintained between participants with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from staff.</li> <li>● 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 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 handling of documents to participants except barcodes and PCR test kits</li> </ul>				
2	Contact between participants 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>Face masks:</b> Prominent signage reminding attending participants of the above to be displayed at the entrance to the building.</li> <li>● Compliance with wearing of face mask of all participants</li> <li>● <b>Hand hygiene:</b> All participants to use hand sanitiser provided on arrival &amp; adherence to this enforced by staff.</li> <li>● <b>Social distancing:</b> Two metre social distancing to be maintained between participants and staff at welcome and registration</li> <li>● <b>Cleaning:</b> Regular cleaning</li> </ul>	1	4	4	
3	Contact between subject and sampler 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>● Subject to wear face mask at all times except when carrying out the self-swab.</li> <li>● Subject to use hand sanitiser provided</li> <li>● Subject to clean area with wipe after completing the self-swab</li> <li>● Subject to spend a minimum of time in the testing bay</li> <li>● Sampler to have completed training</li> <li>● Sampler to have washed hands and used hand sanitiser before putting on gloves and PPE in test centre.</li> <li>● Sampler to wear clean gloves before touching any items in the testing bay.</li> <li>● Sampler to wear PPE – face mask, apron, visor and gloves</li> <li>● Sampler to follow social distancing while explaining self-swab procedure.</li> <li>● Sampler to use minimum time to take swab from subject once sample taken.</li> <li>● Regular cleaning</li> </ul>	1	4	4	

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4	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>Hand hygiene and PPE to be worn: mask, visor, apron and gloves.</li> <li>Sampler testers to have completed training</li> <li>Social distancing to be maintained between sample testers</li> <li>Keep the time spent near samples to a minimum</li> <li>Equipment finished with to be disposed of correctly as soon as finished with</li> <li>Any spillages to be dealt with immediately following the training guidelines</li> <li>Samples to be marked clearly with the time and result so that results can be clearly seen by sampler testers and results recorder</li> </ul>	1	4	4	
5	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>Hand hygiene and PPE to be worn: mask, visor, apron and gloves.</li> <li>Sampler testers to have completed training</li> <li>Social distancing to be maintained between sample testers</li> <li>Equipment finished with to be disposed of correctly as soon as finished with in line with waste disposal guidelines.</li> <li>Any spillages to be dealt with immediately following the training guidelines</li> </ul>	1	4	4	
6	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>Barcodes are attached by trained staff at the sample collection bay</li> <li>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>	1	4	4	
7	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 participants who have not received a result within 3 hrs of registration</li> <li>Participants are called for a retest</li> </ul>	1	4	4	
8	Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate)	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	<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	4	4	

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	monobasic), NaCl (Sodium Chloride)	conditions aggravated by exposure.					
9	Occupational illness or injury		<ul style="list-style-type: none"> <li>• First Aid staff on site daily to deal with any potential illness or injuries</li> <li>• Defibrillators on site</li> <li>• Phone to main reception in test centre</li> <li>• SLT on site each for support</li> </ul>	1	2	2	
10	Manual handling		No manual handling will take place. Supplies stored in small boxes in testing centre.	1	1	1	
11	Unauthorised access by members of the public		<ul style="list-style-type: none"> <li>• Main reception entrance staffed during school hours, security doors leading to main school, access only by secure key code or authorised by reception staff.</li> <li>• All students identified by uniform</li> <li>• All staff identified by School lanyard</li> </ul>	1	1	1	
12	Uneven surfaces (floor protection in the Testing and Welfare areas)		There are no uneven surfaces in the <a href="#">gym</a> .	1	1	1	
13	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> <li>• All touch points are cleaned hourly in line with school risk assessment</li> <li>• Lift access to testing centre available if requested</li> <li>• All stages of sampling to be carried out in one room on the same level which has welfare facilities adjacent on the same floor</li> </ul>	1	4	4	
14	Use of shared equipment		All Equipment will be sanitised after use and cleaned at the end of every session	1	4	4	

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<b>Control Improvements</b>				
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		22.1.21
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator		21.1.21

<b>Additional Notes</b>



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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. To be signed only by those trained in undertaking LFD testing.

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date
Karen McArdle		AW					
Debbie Gibson		KMA					
Hannah Lewis		KMA					
Hannah Reese		KMA					
Maria Goldsmith		KMA					
Mikel Anscombe		KMA					
Laura Ashman		KMA					
Caroline Carney		KMA					
Sarah Jane Fisher		KMA					