

## Risk Assessment for Covid 19 Testing of Subjects Using Lateral Flow Device

Name and Address of the School – Biddick Academy, Biddick Lane, Washington, Tyne & Wear, NE38 8AL		
Current Number of Staff Employed- 119	Name of Person Completing the Risk Assessment- G. Patterson	Date of assessment – March 2021
Current Number of Pupils on Role- 1111	Review Dates- Ongoing	

Staff covered by this assessment – <b>The School Community</b>	
<p>COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.</p> <p><b>The virus is thought to spread mainly from person-to-person.</b></p> <ul style="list-style-type: none"> <li>Between people who are in close contact with one another (within about 6 feet).</li> <li>Through respiratory droplets produced when an infected person coughs, sneezes, or talks.</li> <li>These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.</li> <li>COVID-19 may be spread by people who are not showing symptoms.</li> </ul>	

RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
<b>Impact</b>	<b>Major</b> Major injury, permanent disability or ill-health	High	High	Medium
	<b>Severe</b> Injury requiring medical treatment	High	Medium	Low
	<b>Minor</b> First aid treatment	Medium	Low	Low

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

The school are following the guidance Guidance for full opening: schools

Public Health England advice the following measures to minimize coronavirus (COVID-19) risks in school environments;

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimize potential for contamination so far as is reasonably practicable

Public Health England are actively supporting schools. If schools have a query about coronavirus (COVID-19) they can contact PHE helpline, lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends-If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the helpline- DfE coronavirus helpline -Telephone 0800 046 8687

By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<b>Welcome &amp; Registration:</b>					
<p>Covid 19 – Transmission</p> <p>Contact between subjects and staff increasing the risk of transmission of COVID19: as above</p>	H	<p><b>Staff screening and risk assessment:</b> All staff risk assessed at employment and routinely to ensure any increased vulnerability is addressed. All staff provided with clear guidelines not to come to work if unwell.</p> <p><b>Site Design and signage:</b> In accordance with NHS/PHE requirements, including wall signage and floor signage (2m) and use of hazard tape to support social distancing. These will be supplemented by trained stewards to control large numbers of subjects.</p> <p><b>Ventilation:</b> Will be maintained through opening windows and doors where possible. Final Exit Doors can be utilized.</p> <p><b>Social distancing:</b> 2 M social distancing is to be maintained between subjects and staff at all times unless required for assistance of subjects, distribution of barcodes or other administrative task.</p> <p>When assistance of subjects, distribution of barcodes or other administrative task is required, social distancing should be as maximised as possible and any time spent</p>		L	SLT organisation and supervision during operation

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		<p>closer than two metres is to be minimised.</p> <p>A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance ensured by reception, queue management &amp; sampling staff.</p> <p><b>Face coverings and PPE:</b> All subjects to wear face coverings at all times during the process except for brief lowering at time of swabbing. Compliance with wearing of face covering of all subjects to be visually checked on arrival by reception staff and monitored by all supervisors and stewards.</p> <p>All staff to wear face coverings and PPE according to their roles at all times whilst in the building apart from when on rest periods in designated welfare areas when social distancing above two metres can be ensured. Monitoring of PPE compliance by supervisor.</p> <p>Use of Perspex screens at registration points.</p> <p><b>Hand hygiene:</b> All reception and queue management staff to ensure regular hand hygiene through hand sanitising and before and after any breaks. In addition, hand sanitizer is to be freely available and used regularly by all staff. Monitoring of compliance by supervisor.</p>			

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		<p>Every subject to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</p> <p><b>Signage:</b> In place highlighting requirements for face coverings, hand hygiene and social distancing.</p> <p><b>Building Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes.</p>			
<b>Sample taking:</b>					
<p>Contact between subject and test assistant (site operative) increasing the transmission of COVID 19</p> <p>As above</p>	H	<p><b>Queue management</b> Subjects are called forward to be sampled only when the site operative is ready to oversee the swabbing of the subject to minimise time spent at less than two metres social distance.</p> <p><b>Protocol</b> Room Temperatures between be 15-30°C in swabbing area.</p> <p>Subjects are instructed to lower their face covering/mask immediately prior to sampling and to raise it again immediately after the swab has been taken.</p> <p>Once sampling is complete, site operative instructs subject to leave the sampling</p>	<p>When self-swabbing subjects should sanitise their hands prior to lowering their face covering / mask and after swabbing, prior to replacing their face mask.</p> <p>Subjects to self-swab, with guidance only from the test assistant when required.</p>	L	SLT organisation and supervision during operation

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		<p>area as soon as possible to minimise time spent at less than two metres social distance. The swabbing process is not to involve any physical contact between subject and site operative.</p> <p><b>PPE and infection control</b>  <b>Processing staff are to wear and change PPE as required during shift</b></p> <p>The default position will be full PPE for processing operative with handwashing/ 70% alcohol hand sanitiser and change of gloves after each sample.</p> <p>Processing staff are required to change their gloves after each use (single test) and other PPE after each session or as soon as it is damaged, soiled/contaminated or if there are any concerns regarding possible contamination.</p> <p>All other operatives are required to wear and change PPE as required during their shift and to change after each session or as soon as it is damaged, soiled/contaminated or if there are any concerns regarding possible contamination.</p> <p>Full compliance with PPE and donning and doffing procedures is to be ensured by site supervisor.</p> <p>Infection control includes in case of emesis or any accidental soiling, full</p>			

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		disinfection, change of PPE.			
<b>Sample processing &amp; analysis, including waste disposal.</b>					
<p>Contact between samples and sample testers increasing the transmission of COVID19</p> <p>As above</p>	H	<p>Sample testing to be conducted in a dedicated, uncluttered, well-lit and well ventilated area, temperature 15-30°C in the analysis area. Restricted access to testing area with only personnel with pre-approved allowed to stay/enter.</p> <p><b>Training &amp; protocols:</b> Testers will have rigorous prior and regular training covering safe sample handling in accordance with guidelines.</p> <p>Testing staff are to follow the detailed testing protocol without deviation.</p> <p>During the extraction phase of the testing, the swab and extraction tube are to be held at arm's length to minimise the likelihood of contact with any droplets of extraction fluid.</p> <p>The operation supervisor is responsible for quality assurance</p> <p><b>PPE:</b> All personnel in sample processing station are to be in full PPE (mask, gloves, apron, visor) at all times when sample testing is being conducted.</p> <p>Testing staff are required to change their</p>	<p><b>Waste Disposal:</b></p> <p>To be disposed of as clinical waste.</p>	L	SLT organisation and supervision during operation

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		<p>PPE, if damaged, contaminated or if there are any concerns regarding possible contamination. Full compliance with PPE donning and doffing procedures is to be ensured.</p> <p><b>Cleaning:</b> All surfaces which have been contaminated or potentially contaminated, are wiped down with an appropriate disinfectant between samples in addition to regular cleaning. This includes pens for marking LFDs and electronic devices.</p> <p><b>Waste disposal:</b> After the sample has been used and barcodes have been scanned for reporting purposes, disposal of swab(s), tubes and must be disposed as Category B using the appropriate clinical waste procedures.</p> <p>Waste will be placed in specialised waste bins in a lockable compound and removed by a clinical waste removal contractor.</p>			
<b>Test Solutions</b>					
<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. This is the case</p>	<b>H</b>	<p>PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution.</p> <p>Face shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution.</p>		<b>L</b>	<p>SLT organisation and supervision during operation</p>

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<p>for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure</p>		<p>Impervious clothing to be worn to protect the body from splashes or spillages.</p> <p>Environmental: do not let product enter drains.</p> <p>Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the waste disposal procedures.</p> <p>Do not use if the solution has expired.</p> <p>Training to be provided in good lab practice.</p> <p>Adhere to guidelines in these training procedures to prevent improper handling.</p>			
<b>Damaged barcode, lost LFD, failed scan of barcode</b>					
<p>Orphaned record on registration portal &amp; no result communicated to individual – possible missed positive</p> <p>Incorrect result communication</p> <p>Wrong samples or miscoding of results – positive missed positive.</p>	<b>H</b>	<p>3 identical barcodes are provided to subject prior to check in.</p> <p>The subject registers their details to a unique ID barcode before conducting the test; otherwise can request new barcodes.</p> <p>Barcodes are attached by site operative at the sample collection bay.</p> <p>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station.</p>		<b>L</b>	<p>SLT organisation and supervision during operation</p>
<b>Covid 19 - Transmission</b>					

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<p>Use of shared welfare and toilet facilities. Increased risk of transmission of the virus due to shared use of facilities airborne or surface transmission via contact with contaminated surfaces. Mild to moderate illness but can be fatal in vulnerable/elderly people.</p>	<p>H</p>	<p>Maximum occupancy numbers determined and identified on rooms. Kept well ventilated at all times. Areas must be kept clean and tidy with personal affects kept within the lockers/areas assigned, provision to assigned on as need basis.</p> <p>Staff to follow procedures in donning/doffing PPE as prescribing in training.</p> <p>Staff advised to bring in a pre-prepared meal from home that does not need heating and should also bring in their own reusable drinking vessel. Staff advised – no sharing communal cups / plates / cutlery etc.</p> <p>Breaks to be taken in designated areas maintaining social distancing rulings of 2 metres apart, with good levels of housekeeping being maintained by all to prevent the spread of the virus.</p> <p>Staff must thoroughly wash their hands before and after each break and use of the toilet. Do not use toilet area whilst other persons are using cubicles provided.</p>		<p>L</p>	<p>SLT organisation and supervision during operation</p>
<p><b>Aggressive testing subject</b></p>					

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Minor to major injury, ill health emotional injury due to verbal abuse or physical assault	H	If any testing subject becomes aggressive with staff and spits at or on staff, they should immediately wash the affected area(s) with soap and water thoroughly.  The incident should be promptly reported as an incident to the site manager		L	SLT organisation and supervision during operation

Appendix 1-Guidance Documents from the Health and Safety Executive, Public Health England, The Government and the NHS.

Guidance
<u>Guidance for full opening: schools</u>
<u>Supporting children and young people with SEND as schools and colleges prepare for wider opening</u>
<u>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</u>
<u>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u>
<u>Coronavirus (COVID-19): guidance on isolation for residential educational settings</u>
<u>Extranet cleaning schedules</u>
<u>NHS Test and Trace</u>
<u>Coronavirus symptoms</u>
<u>Pregnancy and coronavirus.</u>
<u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>
<u>PE Guidance-guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport Association for Physical</u>

[Education and the Youth Sport Trust](#)

[Further and higher education: coronavirus \(COVID-19\)](#)

[Remote education support.](#)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

[CLEAPPS Guidance for subject areas](#)

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

[HSE guidance on working safely.](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[Staying alert and safe \(social distancing\)](#)

[Extra mental health support for pupils and teachers](#)