



Midsomer Norton
Schools Partnership

THIS IS A WORKING DOCUMENT

Risk Assessment: Norton Hill 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. The school will set up a dedicated Test Centre in rooms S5/S6/S7 and a BDC (Bath Dance College) test room. These rooms have hard floors, and can be well ventilated and a one way system provided. They have access to IT and to a sink. This location meets the guidelines as per ***Covid-19 National Testing Programme: "How to Guide" issued 30 December 2020.***

Assessment date	09/01/2021
Lead Assessor name	GGreen Covid coordinator- Kward
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	Gordon Green

	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 i.e. 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 test centre 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>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	<p>Test Centre staff will wear PPE</p> <p>Registration Assistant: surgical mask</p> <p>Team Leader: surgical mask</p> <p>Processor: surgical mask, gloves, apron and eye protection</p> <p>Testing Assistant: surgical mask, gloves</p> <p>Co-ordinator: surgical mask</p> <p>Recorder: surgical mask and gloves</p> <p>Cleaner: surgical mask gloves, apron and eye protection</p> <p>Room S6 will be the designated storage room and will also be used as a PPE station so that staff are prepared prior to entry to the testing</p>	1	4	4	See actions 1-10

			area. Staff may perform more than one role depending on need and competency of individuals				
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 Staff and pupils will carry out their own swabbing.	1	4	4	See actions 1-10
4	Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Transmission of the virus leading to ill health or potential death	Staff undertaking this role will wear full PPE as per the guidelines and as appropriate for their role: surgical mask, eye protection, apron and gloves. Staff will receive full training prior to commencement of the role using training materials supplied by DfE.	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. Bins will be appropriately organised for different items and disposed of appropriately using properly labelled bags and a specialist company with the ability to dispose of medical waste.	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	1	4	4	

			congruence at the analysis station 1 and applied to Lateral Flow Device at this station.				
7	Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4 (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	<p>PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution.</p> <p>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.</p> <p>Environmental: do not let product enter drains</p> <p>Spillages: wipe surfaces where 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 - check date</p> <p>Adhere to guidelines in these training procedures to prevent improper handling. Follow procedures to mitigate against inhalation, skin contact or ingestion.</p>	1	4	4	
8	Occupational illness or injury	Staff developing symptoms of Covid	<p>Staff training and information provided and reminders regularly given.</p> <p>Staff to remove themselves from school immediately, isolate and arrange test.</p>	1	4	4	

9	Manual handling	Injury caused by incorrect manual handling techniques	Materials will be sub-divided into small packages. Trained site staff only to be asked to move heavier items using appropriate moving equipment where necessary.	1	3	3	
10	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	
11	Uneven surfaces (floor protection in the Testing and Welfare areas)	Trip Hazards	The testing centre will be located in rooms S5/S6 and S7 and this has been checked for potential trip hazards.	1	3	3	
12	Electrical safety / plant & equipment maintenance Defective electrical equipment	Failure of equipment or electric shock from faulty equipment	All equipment is either within 12 months of purchase date or has in date PAT test certificate	1	4	4	
13	Use of shared equipment	Cross contamination of equipment leads to possible Covid virus transfer	There will be no sharing of equipment. Tables will be wiped between users.	1	4	4	
14	Student or staff self administering test may accidentally injure themselves with a swab	Possible injury caused by swabbing of throat and nose	Test subjects are supported through the process by trained Test Assistants who will provide advice and reassurance throughout on how to swab correctly. Test Assistants are on hand, one to one to deal with any issues which may arise during the test.	1	2	2	

Control Improvements				
Action No		Responsibility	Target date	Completed
1	Content of the risk assessment to be communicated with all staff and available on website	Covid Co-ordinator	8 January 2021	
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	8 January 2021 and ongoing	
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	8 January 2021	
4	Ensure there is sufficient PPE and other materials to meet the testing regime	Covid Co-ordinator	To be reviewed weekly	
5	Review workflow and testing area to ensure sufficient distancing	Covid-Co-ordinator	End of first testing session	
6	Test site flooring must be non-porous	Covid Co-ordinator	8 January 2021	
7	Test site must be well lit and have good airflow	Covid-Co-ordinat	8 January 2021	
8	One-way direction of travel for test subjects. (If not possible, enough room	Covid Co-ordinator	8 January	

	should be provided for testing the subject to exiting the room whilst maintaining social distance.)		2021	
9	Each swabbing area must be 2m apart with processing desk close (no more than 1.5m)	Covid-Co-ordinator	8 January 2021	
10	Test subjects must not enter the 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