

## Northfleet School for Girls Covid Testing Risk Assessment

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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 site owners and testing operators

|   |   |               |                 |              |                   |                   |  |
|---|---|---------------|-----------------|--------------|-------------------|-------------------|--|
| Assessment Date   | 15/01/21  | Lead Assessor | Chris Norwood   | Contract     |                   | Assessment Number |  |
| <b>Activity / Task</b>  |   |               |                 |              |                   |                   |  |
| <b>Description of task / process / environment being assessed</b> | General and clinical activities on the asymptomatic testing site at Northfleet School for Girls |               |                 |              |                   |                   |  |
| <b>Activities Involved</b>  | Traversing the site on foot<br>Testing school staff and students                                |               |                 |              |                   | <b>Location</b>   | Northfleet School for Girls<br>Hall Road, DA11 8AQ |
| <b>Who Might be affected</b>                                      | Employee<br>✓   | Client<br>✓   | Contractor<br>✓ | Visitor<br>✓ | Service User<br>✓ |                   |  |

| Hazard Identification and evaluation |  |  |  |                                 |          |      |                            |
|--------------------------------------|--|--|--|---------------------------------|----------|------|----------------------------|
| No                                   | Hazards  | Associated risks   | Current Control/ Mitigation Measures   | Risk Evaluation (post measures) |          |      | Additional control needed? |
|                                      |  |  |  | Probability                     | Severity | Risk | Action No                  |
| 1                                    | Contact between subjects increasing the risk of transmission of COVID19  | Transmission of the virus leading to ill health or potential death | <p><b>EXAMPLE OF MEASURES:</b></p> <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 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 at time of test booking.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security 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 reception 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 reception, queue management &amp; 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 queue management 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 PCR test kits</li> </ul> | 1                               | 4        | 4    |                            |
| 2                                    | Contact between subjects and staff increasing the risk of transmission of COVID19 :<br><u>Welcome &amp; registration</u> | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> <li>• Clear marking of floor and working areas to ensure appropriate social distancing</li> <li>• Full PPE to be worn at all times as per the training handbook</li> <li>• Full cleaning schedule as per the training handbook</li> <li>• Well ventilated testing centre area</li> <li>• One way system in place</li> <li>• No subject allowed to attend with any symptoms</li> </ul>   | 1                               | 4        | 4    |                            |

|   |  |   |  |   |   |   |  |
|---|--|---|--|---|---|---|--|
| 3 | Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>                             | Transmission of the virus leading to ill health or potential death            | <ul style="list-style-type: none"> <li>Gloves as part of full PPE to always be worn by staff</li> <li>Sampler to be moved using tray at all times</li> <li>Clear process flow for testing</li> <li>Site supervisor ensuring smooth running</li> <li>Clear training to ensure processes always followed</li> <li>Clear bins for disposal of PPE and other elements</li> <li>Clean down/sanitise between each sample</li> </ul>  | 1 | 4 | 4 |  |
| 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>Gloves as part of full PPE to always be worn by staff</li> <li>Gloves to be changed between each test processing</li> <li>Sampler to be moved using tray at all times</li> <li>Clear process flow for testing</li> <li>Site supervisor ensuring smooth running</li> <li>Clear training to ensure processes always followed</li> <li>Clear bins for disposal of PPE and other elements</li> <li>Clean down/sanitise between each sample</li> </ul> | 1 | 4 | 4 |  |
| 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>Bins provided by each workstation and meeting requirements as per the training handbook</li> <li>Liaison with waste management company to ensure correct disposal</li> <li>Clear training, including refreshers for staff – both online and on-site</li> <li>Site supervisor keeping an overview to check on smooth running</li> </ul>  | 1 | 4 | 4 |  |
| 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 |  |
| 8 | 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 subjects who have not received a result within x hrs of registration</li> <li>Subjects are called for a retest</li> </ul>  | 1 | 3 | 3 |  |
| 9 | Extraction solution which comes with the lab test kit  | These components do not have any hazard labels associated                     | <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</li> </ul>  | 2 | 2 | 4 |  |

|    |   |   |  |   |   |   |  |
|----|---|---|--|---|---|---|--|
|    | contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), $\text{NaCl}$ (Sodium Chloride) | 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>worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.</p> <ul style="list-style-type: none"> <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> </ul> <ul style="list-style-type: none"> <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> |   |   |   |  |
| 10 | Occupational illness or injury  | Any illness or injury whilst working in the school or testing centre.   | <ul style="list-style-type: none"> <li>• As per school wide policy.</li> <li>• First aiders always in presence in school</li> </ul>  | 1 | 4 | 4 |  |
| 11 | Manual handling   | Injury as a result of manual handling – especially heavy loads.   | <ul style="list-style-type: none"> <li>• As per whole school policy.</li> <li>• No member of testing staff expected to carry heavy loads – internal school staff to ensure the room is appropriately stocked</li> </ul>  | 1 | 4 | 4 |  |
| 12 | Unauthorised access by members of the public  | Danger to students/staff or interruption of safe practices.   | <ul style="list-style-type: none"> <li>• The test centre is held within the secure whole school perimeter and behind an occupied reception.</li> <li>• Test area and wider school always monitored by school staff including at least 2 Senior Leadership Team on call whilst school is on remote learning (Schedule with reception)</li> </ul>  | 1 | 2 | 2 |  |
| 13 | Uneven surfaces (floor protection in the Testing and Welfare areas)   | Any illness or injury whilst working in the school or testing centre.   | <ul style="list-style-type: none"> <li>• Testing centre area checked daily for any defects</li> <li>• Reporting process in place for any testing staff via the receptionist (school staff) to site team</li> <li>• Whole school standard maintenance schedule in place</li> <li>• Unnecessary items removed from the testing area.</li> </ul>  | 1 | 2 | 2 |  |
| 14 | Stairs to / from sample processing / registration area and welfare space  | Any illness or injury whilst working in the school or testing centre.   | <ul style="list-style-type: none"> <li>• Stairs all part of the whole school maintenance, cleaning and reporting schedule with daily checks/cleaning and longer term maintenance schedule.</li> </ul>  | 1 | 3 | 3 |  |
| 15 | Inclement weather   | Inclement weather creating unsafe working conditions.   | <ul style="list-style-type: none"> <li>• Appropriate surfaces for non-slip in place.</li> <li>• Testing centre all internal, including waiting areas.</li> </ul>   | 1 | 1 | 1 |  |

|    |   |   |   |   |   |   |  |
|----|---|---|---|---|---|---|--|
| 16 | Electrical safety / plant & equipment maintenance<br><br>Defective electrical equipment   | Unsafe equipment causing harm to persons.   | <ul style="list-style-type: none"> <li>The testing centre is part of the whole school maintenance and testing schedule and overseen by KCC.</li> </ul>  | 1 | 4 | 4 |  |
| 17 | Use of shared equipment   | Cross contamination of the virus via equipment.   | <ul style="list-style-type: none"> <li>All shared equipment to be wiped/sanitised between users</li> <li>Deep clean at the end of each day</li> </ul>   | 2 | 3 | 6 |  |
| 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<br/>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>   | 2 | 3 | 6 |  |
| 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 subjects who have not received a result within 1 hrs of registration</li> <li>Subjects are called for a retest</li> </ul>   | 2 | 3 | 6 |  |
| 20 | Extraction solution which comes with the lab test kit contains the following components:<br>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> | 2 |   |   |  |

| <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 | 20/1/21     |                |
| 2                           | Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency | Covid Coordinator | 20/1/21     |                |
|                             |   |                   |             |                |
|                             |   |                   |             |                |
|                             |   |                   |             |                |

| <b>Additional Notes</b> |
|-------------------------|
|                         |

## Risk Evaluation

|  |                | Consequence of event occurring (Severity) |                   |                   |                   |                   |
|--|----------------|---|-------------------|-------------------|-------------------|-------------------|
|  |                | Negligible                                | Minor             | Moderate          | Major             | Critical          |
| Likelihood of event occurring<br>(Probability) | Almost Certain | Tolerable<br>5                            | Substantial<br>10 | Intolerable<br>15 | Intolerable<br>20 | Intolerable<br>25 |
|  | Likely         | Tolerable<br>4                            | Substantial<br>8  | Intolerable<br>12 | Intolerable<br>16 | Intolerable<br>20 |
|  | Possible       | Trivial<br>3                              | Tolerable<br>6    | Substantial<br>9  | Intolerable<br>12 | Intolerable<br>15 |
|  | Unlikely       | Trivial<br>2                              | Tolerable<br>4    | Tolerable<br>6    | Substantial<br>8  | Substantial<br>10 |
|  | Rare           | Trivial<br>1                              | Trivial<br>2      | Trivial<br>3      | Tolerable<br>4    | Tolerable<br>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

|  |   |
|--|---|
| <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   | Mr Chris Norwood (Headteacher)/ Mr A Jarrett (Facilities Manager) |
| Signature of Lead Assessor   | Date  |

**Reviews** – 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 |
|-------------|----------|-------------|-----------|-------------|----------|-------------|-----------|
|             |          |             |           |             |          |             |           |
|             |          |             |           |             |          |             |           |
|             |          |             |           |             |          |             |           |
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|  |                   |  |
|--|-------------------|--|
| Health and Safety Risk Assessment Sign off Sheet | Assessment Number |  |
|--|-------------------|--|

**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.



