



## Blue Coat CE School Test Centre Risk Assessment

---

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	03/03/2021	Lead Assessor	Victoria Shelley Ben Tranter	Contract	NA	Assessment Number	NA
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Blue Coat CE School BRPK						
<b>Activities Involved</b>	Traversing the site on foot Testing school staff and students					<b>Location</b>	Blue Coat School Coventry
<b>Who Might be affected</b>	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		



**Hazard Identification and evaluation**

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				P	S	R	
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<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 SLT.</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 initially by reception staff and all other test centre staff throughout the duration of the process.</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 all test centre staff and SLT support.</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 in testing bays; no physical handing of documents to subjects except barcodes and registration card.</li> <li>• The school has implemented a multi-open plan layout for testing with social distancing measures being followed</li> </ul>	1	4	4	



No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				P	S	R	
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome &amp; registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Appropriate use of PPE accordance with roles allocated thought the test centre.</li> <li>• All subjects (students and teachers to be tested) to wear masks in the test centre (with the exception of the swabbing).</li> <li>• Clear taped floor markings to enforce social distancing; furniture placed at appropriate SD requirements; appropriate signage throughout; manned instruction to all subjects; Briefing session for all subjects prior to testing</li> <li>• Welcome/Reception staff verbally and visually checks with subject that they are not experiencing COVID 19 symptoms. If the subject is experiencing symptoms then they should go to the COVID 19 waiting room to be collected by parents or, if an adult advised to return home and follow NHS guidance.</li> <li>• One-way system implemented.</li> <li>• Queue management system in place outside the gym and numbers will be limited to prevent queues so far as is reasonably practicable, where queues do form these will not encroach on traffic routes to other areas.</li> <li>• Continual opening and closing of the door will allow sufficient ventilation in the welcome room.</li> <li>• Screened table meeting SOP requirements erected to protect staff at the registration point</li> <li>• If subjects have registered prior to attending, registration desk assistant will confirm that the registration is completed correctly, and the barcode is still with the test subject.</li> <li>• Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance</li> <li>• All Welcome/Reception staff have completed the relevant online training and knowledge assessment details.</li> </ul>	2	4	8	
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>• Appropriate PPE for sampler</li> <li>• Hand sanitiser for sampler and subject</li> <li>• Manual instruction</li> <li>• Social distancing – marked with hazard tape on floors</li> <li>• Briefing session for all subjects prior to testing</li> <li>• Swabbing bays are open plan station with social distancing between bays and meet the requirements of the Clinical Standard Operating Procedure</li> <li>• Hand sanitiser will be provided on the desk where the subject sits and staff instruct the subject to use it prior to and after testing.</li> </ul>	2	4	8	



No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				P	S	R	
			<ul style="list-style-type: none"> <li>• Test centre staff keep as far away as possible from the subject, facing a different direction should they need to get closer to better communicate, and wear full PPE – face visor, surgical mask, apron and gloves</li> <li>• Laminated instructions are provided for subjects to understand how to complete the test correctly, along with a mirror to view the inside of the mouth for oral swab.</li> <li>• All potential touchpoints (e.g. chair, table), mirror and laminated instructions in the swabbing bay will be cleaned after each test. Waste bins will be emptied before they get too full.</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>• Two-meter 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>• All Test Assistants have completed the relevant online training and knowledge assessment details.</li> </ul>				
4	Contact between sample and centre processor and centre recorder personnel increasing the transmission of COVID19: <a href="#">Sample transport processing &amp; analysis.</a>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Appropriate PPE provided to test centre staff as per Clinical Standard Operating Procedure, i.e. fluid-resistant (type IIR) surgical mask (FRSM) and this must be worn at all times.</li> <li>• Test sample placed in individual wipeable containers during processing and recording operations with each one being subject to sanitisation after each test.</li> <li>• Social distancing in place and training provided</li> <li>• Hand sanitiser provided for Test Centre Processor to use between each test subject.</li> <li>• Test Centre Processor will securely close the sample container provided once the swab has been completed and dispose of the remainder of the test kit in the healthcare waste bin provided under each station</li> <li>• Sample is kept in a foil tray on a separate desk to the one where the subject sits and tested by the Processor to avoid the need to transport to another testing area. Samples will be kept separate from each other to avoid cross-contamination.</li> <li>• Regular (i.e. between each subject processing) cleaning of the station including wipe down of all potential touchpoints especially, desk in accordance with PHE guidance.</li> <li>• All test centre staff have completed the relevant online training and knowledge assessment details.</li> </ul>	1	4	4	



No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				P	S	R	
5	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>Sample Tester (Processing Operative) provided with PPE as per Clinical Standard Operating Procedure, i.e. disposable gloves, disposable plastic apron, fluid-resistant (type IIR) surgical mask (FRSM) and eye protection. All PPE provided will be worn at all times when testing.</li> <li>Regular handwashing when taking a break, using welfare facilities, etc. and use of hand sanitiser when entering and exiting the test centre.</li> <li>Regular cleaning of the testing area in accordance with PHE guidance.</li> <li>Testing undertaken in line with instruction/ instruction provided; all Sample Testers have completed the relevant online training and knowledge assessment details.</li> <li>Sampling will be monitored at intervals throughout the test sessions.</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>Training for all centre staff;</li> <li>Appropriate PPE which is changed between samples</li> <li>Appropriate classification, interim quarantine (72 hour quarantine before classified as normal waste) and removal of waste</li> <li>Storage appropriate for quarantine period</li> <li>Regular cleaning of the testing area in accordance with PHE guidance.</li> <li>Samples (swabs and cartridges) will be disposed of into a bin marked Chemical waste, with an unmarked yellow or clear bag lining it.</li> <li>Offensive waste (PPE, cloths, mop heads) will be disposed of into a bin marked Offensive waste, with either a tiger or yellow bag lining it. NB: Our waste contractors will dispose of the tiger and yellow bin bags in the same way, i.e. as "offensive waste".</li> <li>All waste will be collected at regular intervals and stored in a safe collection area for collection by the existing waste collector.</li> <li>A suitable waste trolley will be used to transport the bags to the external waste storage area</li> <li>Disposal procedures will be monitored at intervals throughout the test sessions.</li> </ul>	2	4	8	
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>2 identical barcodes (as well as a third spare one) 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> <li>Name of student placed in sample container for school ID</li> </ul>	2	4	8	



No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				P	S	R	
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 2 hrs of registration</li> <li>Subjects are called for a retest</li> <li>School system allows for identifying student whose test may be damaged or void</li> <li>All subjects will be informed that if they have not been contacted within two hours of the test then their result is negative</li> </ul>	2	4	8	
9	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 monobasic), $\text{NaCl}$ (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	4	8	
10	Occupational illness or injury	Risk of injury or ill-health e.g. from slips, trips and falls on the level, use of laptop, etc.	<ul style="list-style-type: none"> <li>Regular breaks to be planned in so that test centre staff have the opportunity to move and take adequate breaks from tasks within the test centre.</li> <li>Appropriate welfare facilities provided, managed and maintained in a safe condition, e.g. break areas, drinking water, toilets, etc.</li> <li>Lighting suitable for the tasks being undertaken.</li> <li>Adequate ventilation provided and satisfactory temperature maintained (at least 16°C).</li> <li>Floor surface is good condition and strict housekeeping regime followed.</li> <li>Trailing cables have been suitably covered with warning tape</li> <li>Staff should not be working on a laptop consistently for a long period, but where required DSE assessments will be carried out</li> </ul>	1	3	3	



No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				P	S	R	
11	Manual Handling	Risk of upper limb disorders, back injury, etc.	<ul style="list-style-type: none"> <li>All items handled by staff can be considered small, lightweight and easy to handle</li> <li>Staff have been instructed to assess a load before attempting to move any object</li> <li>Loads are to be moved carefully and slowly making sure the route is cleared of hazards before the journey is completed.</li> <li>Loads must be lifted using the legs with a straight back and twisting must be avoided.</li> <li>Manual handling risk assessment completed for any individual requiring it.</li> <li>Manual handling aids provided, e.g. trolley for waste bags.</li> <li>All items are stored in a room adjacent to the gym hall and assistance is available from site staff for transporting deliveries, if required.</li> <li>All school deliveries and collections are managed by registered competent company/third party overseen by the school site manager to be kept under review every 2 weeks</li> </ul>	1	3	3	
12	Unauthorised access by members of the public		<ul style="list-style-type: none"> <li>Authorised swipe card entry to the Test Centre on entry and exit with manual supervision</li> <li>Secure site, e.g. palisade fencing around site, gates closed during the day, internal fencing, locked at all times out of hours, etc.</li> <li>CCTV coverage of premises/entrances</li> </ul>	1	4	4	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Risk of slips, trips and falls	<ul style="list-style-type: none"> <li>Floor surface even and regularly cleaned; mats, loose carpets/carpet tiles or other trip hazards removed.</li> <li>There are no changes of level (all ground floor) and any door thresholds are clearly visible or marked appropriately.</li> <li>The floor surface can be cleaned easily, especially in the event of spillages.</li> <li>Regular site inspections undertaken and recorded.</li> <li>Trailing cables have been identified and covered with hazard tape</li> <li>Sufficient lighting to support safe use and emergency lighting in place</li> </ul>	1	4	4	
14	Stairs to / from sample processing / registration area and welfare space	Risk of slips, trips and falls	<ul style="list-style-type: none"> <li>No stairs required to access the test centre</li> <li>Accessibility ramp to testing centre</li> <li>Separate welfare space provided</li> <li>Social distancing observed in registration area and in the welfare space with appropriate signage and markings</li> </ul>	1	4	4	



No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				P	S	R	
15	Inclement weather		<ul style="list-style-type: none"> <li>Managed by the inclement weather policy including removal of snow and application of grit; sunscreen; welfare provision etc.</li> </ul>	2	4	8	
16	Electrical safety / plant & equipment maintenance Defective electrical equipment		<ul style="list-style-type: none"> <li>All electrical equipment subject to PAT testing annually; last completed October 2020.</li> <li>All electrical equipment to be visually checked before use for defects</li> <li>Defective electrical equipment disposed of in accordance with WEEE</li> <li>Electrical Installation Condition of the centre has been completed within the last five years and a satisfactory result was achieved.</li> </ul>	1	4	4	
17	Use of shared equipment		<ul style="list-style-type: none"> <li>Enhanced cleaning schedule and sanitisation of equipment</li> <li>Equipment allocated to individual bays</li> <li>PPE provided as appropriate</li> <li>Social distancing in place</li> <li>Equipment will not be shared, wherever reasonably practicable.</li> <li>Where equipment must be shared, this will be cleaned with an appropriate cleaner after each staff member has finished using it.</li> </ul>	2	4	8	
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</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	
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 persons who have not received a result within 2 hrs of registration.</li> <li>Persons are called for a retest</li> </ul>	1	4	4	





No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				P	S	R	
20	<p>Extraction solution which comes with the lab test kit contains the following components:</p> <p>NA<sub>2</sub>HPO<sub>4</sub> (disodium hydrogen phosphate),</p> <p>NaH<sub>2</sub>PO<sub>4</sub> (sodium phosphate monobasic),</p> <p>NaCl (Sodium Chloride)</p>	<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.</p> <p>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>	<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> <li>• Laminated posters detailing Donning and Doffing procedures for PPE is displayed at strategic locations.</li> </ul>	1	4	4	



<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/volunteers as part of induction – Training session 2	Test Centre Management Team and Concept FM Consultant and HSSE Consultant	Varied as part of Training session 2 commencing from 07/01/2021 onwards	
2	Toolbox talks to be recorded and delivered to all workers/volunteers on a regular basis including operational activities .	Test Centre Management Team and Concept FM Consultant and HSSE Consultant	Varied as part of Training session 2 commencing from 07/01/2021 onwards	
3	Trial period of operation which will be subject to an informal daily review led by the Test Centre Management Team and a formal two week review period.	Test Centre Management Team	Varied as part of Training session 2 commencing from 07/01/2021 onwards	
4	External Consultants used to quality assure the set up and ongoing management of the Test Centre	Concept FM Consultant and HSSE Consultant	From 05/01/2021 onwards	
5	Volunteers will be subject to a formal recruitment process including; completion of a Microsoft Application form expression of interest; completion of a data collection form interview/observed practise and enhanced DBS; risk assessments in place prior to completion of the DBS and all volunteers supervised at all times by existing staff; scripted work processes to ensure consistency	Test Centre Management Team and Concept FM Consultant and HSSE Consultant	From 05/01/2021 onwards	
6	Increased numbers of subjects passing through the Test Centre as a result of wider school opening from 8 <sup>th</sup> March and requirement to test all consenting students 3 times 3-5 days apart will be controlled in the following ways: <ul style="list-style-type: none"><li>• Clear floor marking designating direction of travel from the front gate</li><li>• Rota in place for meeting students at the gate; supervision at key points and movement around the site to minimise mixing.</li><li>• Additional Queue Coordinator role introduced.</li><li>• Staggered appointment times and students held in the Hall/Theatre socially distanced until the completion of the test and confirmation of result.</li></ul>	Test Centre Management	From 08/03/2021	



**NHS**  
Test and Trace

**Additional Notes**

--



**Risk control strategies**

**Intolerable** – stop activity, take immediate action to reduce the risk

**Substantial** - Take action within an agreed period

**Tolerable** – monitor the

**Trivial** – No action required

**Severity**

Negligible

Minor

Moderate

Major

Critical

**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

situation

**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



<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	Victoria Shelley Headteacher; Ben Tranter Site Manager; Bill Gwilt FM Consultant
Signature of Lead Assessor	Date 03/03/2021

<b>Reviews</b> – 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

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
--	-------------------	--

