

Risk Assessment – Tormead School, Guildford Surrey. LFD on-site testing.

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	1/3/2021	Lead Assessor	PFAR	Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Tormead School Guildford Surrey						
Activities Involved	Testing asymptomatic pupils as per government guidance					Location	Assembly Hall, Tormead Senior School
Who Might be affected	Pupils and staff ✓	Volunteers ✓	Contractors and visitors ✓	Family of the former ✓	Wider community ✓		

Tormead School will begin LFD testing of all pupils on 4th and 5th March by appointment with pupils returning home immediately after their first test. Testing will be undertaken by Tormead staff and a team of volunteers from the Tormead community. 2nd and 3rd tests will take place w/c 8th March when pupils are back in school for one-to-one lessons. Home testing kits will be distributed to pupils in accordance with government guidance once three LFD tests have been undertaken. Staff who are required to be in school, will continue to be tested on site until home testing kits arrive.

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk valuation (most 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>Asymptomatic: 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.</p> <ul style="list-style-type: none"> • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. 	1	4	4	1,2 and 3

			<ul style="list-style-type: none"> • 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 reception, queue management & sampling staff. • 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. • Cleaning: 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 and PCR test kits for first 200 subjects 				
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome & registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Stringent social distancing maintained, and appropriate PPE where this is not possible. 	1	4	4	1, 2 and 3

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"> Screens used as per guidance and testers wear required PPE. Contact time minimised 	1	4	4	1, 2 and 3
4	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	N/A as currently run	1	4	4	
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Samplers will wear appropriate PPE, be trained using the relevant NHS videos (with certificates required) and shown site specific videos signed off using the competency sheets and supervised regularly. Any incidents will be reported , and immediate remedial action taken. 	1	4	4	1, 2 and 3
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	Caps to be placed on testing tubes before disposal. Appropriate bins to be in each area. Bins to be securely stored for 3 days before disposal.	1	4	4	1, 2 and 3
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 	1	4	4	1, 2 and 3

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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"> Positive tests will be notified by PFAR and MOBR together with required actions 	1	4	4	1, 2 and 3
9	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (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"> PPE: 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. Environmental: do not let product enter drains Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures <p>Do not use if the solution has expired 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. Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</p>	1	4	4	1, 2 and 3

10	Occupational illness or injury	Exacerbating existing conditions	Staff administering tests are aware of risks	1	4	4	1, 2 and 3
11	Manual handling	Kits are delivered on large pallets.	Movement of pallets and other risky activities will only be undertaken by Premises team who are trained in manual handling.	1	4	4	1, 2 and 3 + 4
12	Unauthorised access by members of the public / pupils/ staff		Testing kits are securely and safely stored.	1	4	4	5
13	Uneven surfaces (floor protection in the Testing and Welfare areas)		Premises are properly maintained and frequently checked. All fit for purpose	1	4	4	None
14	Stairs to / from sample processing / registration area and welfare space		Testing will take place in the Hall where there are no stairs in the area in use	1	4	4	None
15	Inclement weather		N/A	1	4	4	
16	Electrical safety / plant & equipment maintenance Defective electrical equipment		All electrical equipment properly maintained and checked.	1	4	4	None
17	Use of shared equipment		Shared equipment to be minimised but sanitised using DC200/ wipes according to whole school risk assessment protocols.	1	4	4	

18	Safeguarding		<ul style="list-style-type: none"> Testing centre will be managed and led by fully vetted employees of Tormead who are in regulated activity <p>All unvetted volunteers will be fully supervised at all times by a member of staff in regulated activity. Tormead's fully supervised volunteers are current Tormead parents and are therefore well known in the school community</p>	1	4	4	None
19	Data protection risk		<p>Only Tormead employees, who are bound to confidentiality and terms of the school's Privacy Notice under their employment contracts, are fulfilling the testing centre roles which have access to, or require the processing of, personal data</p>	1	4	4	None

Control Improvements				
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	3/3//2021	As staff and volunteers join shift

2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	Start of each shift	Ditto
3	Supervisory checks to be undertaken	Covid Coordinator	When testing starts on a larger scale using volunteers	Ditto
4	Ensure premises team have proper awareness of risks	Covid Coordinator	3/3//2021	Done
5	Add security checks of area to Premises check list	CSTA	3/3//2021	Done

Additional Notes

Staff who are on site will continue to be tested twice weekly until home testing kits arrive. These will be distributed to allow home testing for all consenting staff to commence before the return of pupils on 8th March.

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

Declaration - 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	PFAR
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
End 4/3							
End 5/3							
End 9/3							
15/3							

