

## COVID-19 Testing

### Risk Assessment - MITRE schools

#### Risk assessment template provided by NHS Test and Trace

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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

Activity / Task					
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at The National Church of England Academy				
<b>Activities Involved</b>	Testing school staff and students			<b>Location</b>	Minster Trust for Education testing sites
<b>Who Might be affected</b>	Employee ✓	Student ✓	Visitor ✓	Service User ✓	

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	<ul style="list-style-type: none"> <li>• <b>Asymptomatic:</b> All subjects and staff 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 testing area.</li> <li>• Face coverings/masks to be worn by subjects at all times whilst in the test site 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 staff.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through test area by all 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 all staff.</li> <li>• A one-way flow of subjects through the test area is to be initiated and maintained at all times. Compliance with this is to be ensured by effective queue management.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• Appointed cleaner works throughout the operation period for test site.</li> <li>• All subjects undertake cleaning of testing bays and all reused items before leaving the testing bay – cleaning materials provided in the area.</li> <li>• Limited clutter-no physical handing of documents to subjects except barcodes and PCR test kits</li> </ul>	1	4	4	No
2	Contact between subjects and staff 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>AS ABOVE PLUS ...</b></li> <li>• <b>Face masks:</b> All staff complete the relevant training with evidence of completion provided to the COVID co-ordinator.</li> <li>• All necessary PPE including face coverings to be provided to reception and administrative staff. Team leader checks the appropriate wearing of face coverings at all times.</li> </ul>	1	4	4	No

	<u>Welcome &amp; registration</u>		<ul style="list-style-type: none"> <li>Compliance with wearing of face covering/mask of all subjects to be visually checked through test area by all staff.</li> <li><b>Hand hygiene:</b> All reception staff to use hand sanitiser in accordance with the guidance given in the online training.</li> <li>Continuous supply of hand sanitiser to be made available.</li> </ul>				
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><b>Self-testing:</b> All subjects to self-administer tests following guidance provided by staff, minimising contact and risk of infection. Where rare exceptions require direct support, full PPE according to training and PHE guidance used.</li> <li><b>Hand hygiene:</b> Test helper uses hand sanitiser between every test subject.</li> <li><b>Social distancing:</b> Two metre social distancing to be maintained between subjects and staff with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from all staff.</li> <li>Where this is not possible, time within 2m distance is minimised and the required PPE is in place before close contact takes place. PPE is disposed of and replaced before dealing with the next subject.</li> <li><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>Test helper ensures testing bays are cleaned by subjects between use and supplements this with own cleaning as and when necessary.</li> </ul>	1	4	4	No
5	Contact between samples and processors 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>All processors undertake full online training and associated assessment which details all necessary safe working practices.</li> <li>Details of completed assessment logged with COVID co-ordinator before participation in the testing process.</li> <li>All necessary PPE as detailed in the operating procedures supplied to processors</li> <li>All processors use PPE in line with guidance throughout each session, including fresh gloves between each sample.</li> <li>Cleaning of test site on an ongoing basis during periods of operation, including self-cleaning of processing area on a frequent basis between samples.</li> <li>Hand cleaning using hand sanitiser between each change of gloves by processors.</li> <li>Deep clean of testing site between each period of use with particular focus on processing areas.</li> </ul>	1	4	4	No
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>Segregated waste disposal strategy clearly defined with all operatives.</li> <li>All necessary waste disposal vessels in place and clearly labelled.</li> <li>Removal of waste from test area clearly scheduled with removal undertaken by individuals wearing the required PPE and to a designated disposal area.</li> <li>Disposal area clearly labelled and secured from access.</li> <li>Contract for waste disposal secured in advance of testing with approved waste disposal provider.</li> </ul>	1	4	4	No

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 and applied to Lateral Flow Device at this station</li> </ul>	1	2	2	No
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>Individual and separate school-based recording system fully in place</li> <li>Regardless of test and trace NHS communications, school shares results and necessary actions with parents / subjects with established communication systems.</li> </ul>	1	2	2	No
9	Extraction solution which comes with the lab test kit contains the following components: 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. Provided aprons 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 yellow disposal bags.</li> <li>Do not use if the solution has expired</li> <li>Training to be provided and completed by all processors with evidence of completion logged by COVID co-ordinator.</li> </ul>	1	2	2	No

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	13.1.21	
2	Risk assessments to be made available to all test subjects and families through the school website.	Covid Coordinator	12.1.21	

Additional Notes

### 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

