

Coronavirus Risk Assessment for COVID Testing – Goldington Academy

This risk assessment is for COVID-19 testing at Goldington Academy. This assessment is viewed as supplemental to the main organisation risk assessment for COVID control.

School Name and Location of Testing Area:			Goldington Academy, Arts Block			February 2021				
Task/Activity: Lateral Flow Device (LFD) testing spaced three to five days apart for secondary school staff and pupils/students										
			Risk rating before implementing control measures			Risk rating after implementing control measures				
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood	Severity (1-5)	Risk/Priority	Controls Measures in Place			Additional Controls Measures Required	
			Likelihood (1-5)	Severity (1-5)	Risk/Priority	Likelihood (1-5)	Severity (1-5)	Risk/Priority		
Contact between queuing subjects increasing the risk of transmission of COVID-19	Transmission of the virus between persons waiting for test	Pupils/ students Queue management and testing staff Others in area of queue	4	5	20	<p>Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID-19, live with someone who is showing symptoms of COVID-19 (including a fever and/or new persistent cough), have returned within 10 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 attending subjects of the</p>	2	4	8	<p>Queue management system will be put in place to maintain social distancing of year group and faculty bubbles during the testing process.</p> <p>Training for all staff involved in process to understand roles and responsibilities and risks in test area, including use of PPE modules.</p> <p>All students to be given clear instructions on how the process will work.</p>

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 a 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 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 and adherence to this enforced by staff.

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, queue management and sampling staff.

A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance

Regular toolbox talks for all staff involved in testing.

						<p>with this is to be ensured by queue management staff.</p> <p>Cleaning: Testing carried out in area with non-porous floor. Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and Polymerase chain reaction (PCR) test kits for subjects.</p>			
Contact between subjects and staff increasing the risk of transmission of COVID-19: Welcome and registration	Transmission of virus between persons	Pupils/ students Queue management and testing staff Others in area	4	5	20	<p>Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID-19, live with someone who is showing symptoms of COVID-19 (including a fever and/or new persistent cough), have returned within 10 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 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.</p> <p>Requirement to wear a face covering/mask to be reminded to all</p>	2	5	10

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 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 and adherence to this enforced by reception staff.

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, queue management and 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.

<p>Contact between subject and processor increasing the transmission of COVID-19: Sample taking</p>	<p>Transmission of the virus between persons</p>	<p>Pupils/ students Testing staff</p>	<p>4</p>	<p>5</p>	<p>20</p> <p>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.</p> <p>Procedure: Subject carries out swabbing themselves whilst supervised by processor. Guidance on carrying this out is available on GOV.UK.</p> <p>'How to do your test' posters displayed.</p> <p>Consent forms stored and held by school office.</p> <p>PPE: Processor wears the following PPE:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; • Disposable gloves (changed after each sample); • Disposable plastic apron; and • Eye protection (goggles or visor as per individual preference). <p>Testing assistant wears:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; and • Disposable gloves. 	<p>2</p>	<p>5</p>	<p>10</p> <p>Training modules to be completed so that all staff are clear on their role and process and certificates held.</p> <p>Regular changing of PPE as per the training module guidance.</p> <p>Regular cleaning of the test centre desk, cubicles and processing areas as per training guidance and checklist.</p> <p>Daily reminder from team lead of PPE and hygiene requirements for infection control.</p> <p>COVID Register maintained for in-school procedures.</p> <p>Pupils/students with positive tests will leave school/college/university to take a PCR test and follow self-isolation guidance.</p>
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Contact between samples and sample testers increasing the transmission of COVID-19: Sample processing and analysis	Transmission of the virus between persons	Testing staff	4	5	20	<p>PPE: Processor wears the following PPE:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; • Disposable gloves (changed after each sample); • Disposable plastic apron; and • Eye protection (goggles or visor as per individual preference). <p>Testing assistant wears:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; and • Disposable gloves. <p>Follow Appendix E of the SOP for donning and doffing.</p>	2	5	10

						<p>Training: All staff involved with testing are trained in line with guidance found here.</p> <p>Cleaning: Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance and SOP.</p>			
Contact between samples and sample testers increasing the transmission of COVID-19: Sample disposal and waste disposal	Transmission of the virus between persons as a result of handling contaminated waste	Testing staff Cleaning staff	4	5	20	<p>PPE: Processor wears the following PPE:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; • Disposable gloves (changed after each sample); • Disposable plastic apron; and • Eye protection (goggles or visor as per individual preference). <p>Testing assistant wears:</p> <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; and • Disposable gloves. <p>Follow Appendix E of the SOP for donning and doffing.</p> <p>Training: All staff involved with testing are trained in line with guidance found here.</p> <p>Cleaning: Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.</p>	2	5	10

Incorrect result communication	Transmission of the virus between persons	Pupils/ students Others in close contact	4	5	20	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	5	5	Registration desk manned by school staff and names and details checked from school data to NHS.
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal and no result communicated to individual	Tested person	2	5	10	Rule-based recall of subjects who have not received a result within eight hours of registration. Subjects are called for a retest.	2	5	10	Checking that all results have been uploaded and school register and Trace and Trace have no gaps in data.
Extraction solution contains: Na ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO 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,	Processors	3	1	3	PPE: Processor wears the following PPE: <ul style="list-style-type: none"> • Fluid-resistant (type 11R) surgical mask; • Disposable gloves (changed after each sample); • Disposable plastic apron; and • Eye protection (goggles or visor as per individual preference). Follow Appendix E of the SOP for donning and doffing. Environmental: Do not let product enter drains. Spillages: Wipe surfaces which the solution has been spilt on and dispose of cleaning material in line	2	1	2	Ensure staff are confident following the training in the processing of the tests and that they have sufficient time to undertake this part of the role efficiently.

	inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity and medical conditions aggravated by exposure.					with the lab's waste disposal procedures. 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.				
Unauthorised access by members of the public	Potential for verbal abuse or physical violence Transmission of the virus	Testing staff	3	5	15	Parents and carers do not attend testing session unless by specific arrangement. Standard school admission policies are enforced.	2	5	10	Students are supervised on entry and departure by staff.
Use of shared equipment	Transmission of the virus	Testing staff Pupils/ students	4	5	20	Staff undertaking testing do not share equipment. Hand hygiene and protective gloves worn.	2	5	10	Processing areas will be isolated by processor so no cross contamination.
Usage of home self-swab testing kits by staff twice per week	Incorrect usage leading to further health complications	Staff	3	3	9	Staff communication given for usage. https://www.gov.uk/government/publications/testing-for-coronavirus-at-home https://www.gov.uk/government/publications/testing-for-coronavirus-at-	2	3	6	Staff with a Positive LFD test result will self-isolate and arrange a PCR test.

[home/covid-19-home-test-step-by-step-guide-adults-and-children](#)

During testing, senior staff and middle leaders will work on a shift rota to supervise the testing area.

Paid contractors

Two paid contractors will be sourced through an agency. The agency will complete all necessary safer recruitment checks, except for enhanced DBS checks, prior to work starting and will provide a letter to GA outlining that vetting has taken place for each contractor. These two contractors will wear a red visitors lanyard and be supervised on a 2:1 basis by a member of Goldington Academy staff during their work on site.

These contractors will use the toilets in the Arts Centre, which will be out of bounds for pupils during the testing process. This will minimise their chance for unsupervised contact with pupils around site.

Contractors will sign the staff code of conduct on their first visit to school and present ID to the office.

Contractors will be supervised when walking to and from reception to sign in and out of site.

Voluntary workers

Ensuring all stakeholders are safe at all times	Use of contractors and volunteers to supervise testing	Pupils	4	5	25		2	5	10

					<p>Voluntary workers will be vetted in line with our recruitment policy, although an enhanced DBS check will not be carried out as per government guidance.</p>			
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Volunteers will present ID and sign the code of conduct on their first visit to site.

Volunteers will be supervised on a 2:1 basis by staff.

Volunteers will wear a red lanyard whilst on site.

These volunteers will use the toilets in the Arts Centre, which will be out of bounds for pupils during the testing process. This will minimise their chance for unsupervised contact with pupils around site.

Volunteers will be supervised when walking to and from reception to sign in and out of site.

Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so