

Woodbridge High School

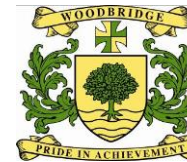
Mass Testing using Lateral Flow Device Tests on Site

Why is this document needed:

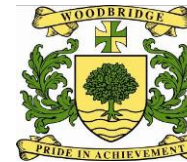
Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators.

This document should be read in conjunction with the wider school risk assessment in place for on-site activity at Woodbridge High School in January 2021, and the operational documents in place for mass testing.

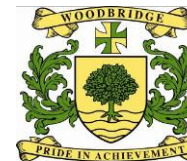
Assessment Date	12 Jan 21	Lead Assessor	Steven Hogan, Headteacher	Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Woodbridge High School, St Barnabas Road, Woodford Green, IG8 7DQ.						
Activities involved	Traversing the site on foot Testing staff and students					Location	Woodbridge High School, Wynndale Gym
Who might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		



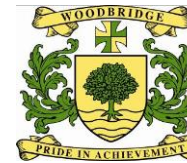
Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				Probability	Severity	Risk	
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All staff and students are to be advised not to attend school if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 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. Regular advice not to attend school in these circumstances given to all students and staff. Requirement that all staff and students wear face coverings in indoor communal areas unless exempt, as per government guidance for schools. Requirement that face coverings are worn at the test site except for brief lowering at time of swabbing. Compliance with wearing of face coverings of all subjects to be visually checked on arrival by school and testing staff. All students and staff to use hand sanitiser provided on arrival & adherence to this enforced by school and testing staff. Two metre social distancing to be maintained between students and staff with floor markings in place to ensure compliance in addition to verbal reminders if necessary from staff. A one-way flow of subjects through the test site is to be initiated and maintained at all times. Compliance with this is to be ensured by school and testing staff. Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance, regular cleaning throughout the day and full cleaning at the end of each day. Limited clutter - no physical handing of documents to subjects except barcodes. 	1	4	4	
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"> All staff in these roles to observe the PPE requirements as set out in the 'How-To' guide for schools. All staff in these roles to use the hand sanitiser provided regularly throughout their testing session. All staff in these roles to maintain two metre social distancing from students and staff being tested. All staff in these roles to minimise contact with documents or materials from students or staff, to ask them to pick up a barcode from the table, All staff in these roles to sanitise their computer regularly throughout and at the end of their session. 	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"> School leadership to ensure all appropriate equipment is available at the test site. All staff in these roles to observe the PPE requirements as set out in the 'How-To' guide for schools. All staff in these roles to use the hand sanitiser provided regularly throughout their testing session. All staff in these roles to maintain two metre social distancing from students and staff being tested. All staff in these roles to provide guidance on self-swabbing by directed students and staff to the posters and advice provided and not by getting close to them or demonstrating on themselves. 	1	4	4	
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	<ul style="list-style-type: none"> School leadership to ensure all appropriate equipment is available at the test site. All staff in these roles to observe the PPE requirements as set out in the 'How-To' guide for schools. All staff in these roles to use the hand sanitiser provided regularly throughout their testing session. All staff in these roles to maintain two metre social distancing from students and staff being tested. All staff in these roles to ensure that they ask students and staff to place their sample in the test tube provided rather than handle this themselves. All staff in these roles to ensure that swabs and LFDs are handled according to the requirements as set out in the 'How-To' guide for schools, including transporting LFDs from processor to results recorder in trays rather than holding them. 	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"> School leadership to ensure all appropriate equipment is available at the test site. All staff in these roles to observe the PPE requirements as set out in the 'How-To' guide for schools, including changing of gloves between each sample. All staff in these roles to use the hand sanitiser provided regularly throughout their testing session. All staff in these roles to maintain two metre social distancing from students and staff being tested, and from each other in the processing area. All staff in these roles to ensure that they maintain an orderly working area. All staff in these roles to ensure that swabs and LFDs are handled according to the requirements as set out in the 'How-To' guide for schools. 	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"> School leadership to ensure all appropriate equipment and waste disposal arrangements are in place at the test site. All staff handling waste to observe the PPE requirements as set out in the 'How-To' guide for schools. All staff handling waste to use the hand sanitiser provided regularly throughout their testing session. All staff handling waste in these roles to maintain two metre social distancing from students and staff being tested. All staff handling waste to ensure that appropriate bags and bins are used for the different types of waste as per the requirements as set out in the 'How-To' guide for schools. Cleaners and caretakers to ensure that waste is stored and disposed of using the appropriate routes. 	1	4	4	

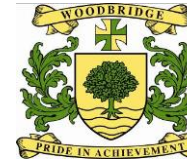


7	Incorrect or untimely result communication	Wrong samples or miscoding of results leading to confusion or distress, or results entered too early leading to text messages being sent to parents before school has contacted them.	<ul style="list-style-type: none"> • Clear procedures in place for administration staff to ensure no steps in the process are missed. • Students being tested have their registration details entered by staff rather than entering themselves. • Staff being tested enter their registration details themselves. • Registration staff to ensure that all details as they appear in the local Covid-19 test register are correct by checking the student or staff details against the UPN list provided. • Registration staff to check that the barcodes given to the student or staff being tested are identical. • Registration staff to ensure that the barcode given has been matched against the student or staff being tested on the registration system. • Assistants to ensure that the barcode is handed over with the swab sample to the processor. No sample should be handed over without a barcode. • Processors to ensure that the barcode is kept alongside the sample during the process, and then attached to the LFD before the sample is dropped into the LFD. • Results recorders to check the barcode fully before assigning a result to the student on the local Covid-19 test register and entering on the NHS system. • Results recorders ensure that school leadership team are notified of all positive student tests before they are entered on the NHS system so that students can be recalled and isolated, and parents contacted, before the NHS notification is issued automatically. 	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"> • Student or staff being tested to be recalled for retest if there is a problem with the barcode journey. • Student or staff to return to be tested if they do not receive NHS notification within 24 hours. 	1	2	2	
9	Exposure to the extraction solution in the test kit - by spilling on eyes, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	Solution contains Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic) and NaCl (sodium chloride) which 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.	<ul style="list-style-type: none"> • Processors to undergo full training before use of the extraction solution. • Leadership team to ensure that all processors have appropriate training in place. • Processors to wear appropriate PPE as set out in the 'How-To' Guide, including gloves which meet the Regulation (EU) 2016/425 at all times when handling the extraction solution. • Impervious clothing to be worn by processors to protect the body from splashes or spillages. • Spillages to be wiped using cleaning materials (wipes) which are then disposed of using the waste procedures as set out in the 'How-To' Guide. • Extraction solution not be used if expired. • Extraction solution not be allowed to enter drains 	1	2	2	



10	Occupational illness or injury	Staff member injured or taken ill as a result of their work	<ul style="list-style-type: none"> Staff only to undertake roles for which they have received training Wider operational systems for safe school operation in place. All accidents and incidents to be reported as per LA procedures, and also to the testing escalation system. 	1	3	3	
11	Uneven surfaces (floor protection in the Testing and Welfare areas)	Trip hazard for site staff or students / staff being tested	<ul style="list-style-type: none"> Ensure that uneven surfaces and trip hazards are removed during daily checking of the site. 	1	2	2	
12	Stairs to / from sample processing / registration area and welfare space	Students or staff unable to access the testing site	<ul style="list-style-type: none"> Direct students and staff to alternative entrance 	1	1	1	
13	Inclement weather	Staffing capacity may be insufficient to run the site safely	<ul style="list-style-type: none"> Close the testing site 	1	1	1	
14	Electrical safety / plant & equipment maintenance Defective electrical equipment	Risk of electric shock, injury or death	<ul style="list-style-type: none"> Ensure that all computers and extension leads are safe. Ensure that computers have PAT tests in place. All accidents and incidents to be reported as per LA procedures, and also to the testing escalation system. 	1	4	4	

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	Headteacher	25 Jan 21	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Testing Lead	25 Jan 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

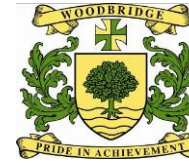
Risk control strategies

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



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 Steven Hogan

Signature of Lead Assessor

Date 12 Jan 21

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

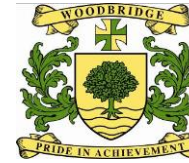
Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature



Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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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.

[illegible]



NHS
Test and Trace