

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



### 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.

<b>Assessment Date</b>	14/01/2021	<b>Lead Assessor</b>	Mr G Thompson	<b>Contract</b>	Asymptomatic Lateral Flow Testing (LFT) Site	<b>Assessment Number</b>	001
		<b>LFT Co-ordinator</b>	Miss B Allen				
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Queen Elizabeth's Grammar, Alford						
<b>Activities Involved</b>	<ul style="list-style-type: none"> <li>Traversing the site on foot</li> <li>Testing School staff and students</li> </ul>					<b>Location</b>	QEGS Alford
<b>Who Might be affected</b>	Employee ✓	Students ✓	Parent ✓	Contractor ✓	Visitor ✓		

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (pc measures)			Additional control needed?  Action No
				Probability	Severity	Risk	
1	Contact between subjects increasing the risk of transmission of Covid-19.	Transmission of the virus leading to ill health or potential death.	<p><b>Asymptomatic:</b> All subjects are to be advised in advance <b>not</b> 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"> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. Face coverings/masks are compulsory 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 registering. Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by Meet and Greet staff., by managers and all other staff.</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival into building &amp; again adherence to this enforced by reception staff.</li> </ul>	1	4	4	

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



			<ul style="list-style-type: none"> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects to ensure compliance, in addition to verbal reminders if necessary whilst queuing, attending reception and swab areas.</li> <li>• A one-way flow of subjects through LFT controlled area will be initiated and maintained, at all times. Compliance with this is to be ensured by management staff.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Cleaning equipment to be available to all controlled personnel to clean spillages (towels, mop, bucket and wet floor sign).</li> <li>• <b>Limited clutter:</b> Chair and mirror will be provided at swab desk only, user will be advised to sanitise before leaving; no physical handing of documents to subjects except PCR kits whilst walking between reception and swab desks.</li> </ul>				
2	Contact between subjects and staff increasing the risk of transmission of Covid-19: <u>Welcome &amp; registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Full PPE for administering personnel.</li> <li>• 2 metre rule for all personnel moving within the queuing area and the reception desk.</li> <li>• Reception desk to be sanitised between each subject.</li> </ul>	2	4	4	
3	Contact between subject and sampler increasing the	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Full PPE for administering personnel.</li> <li>• Advise subject to sanitise hands, place on gloves and guidance on taking swab sample.</li> <li>• Face masks to be carefully removed for 5-minutes whilst taking swab test.</li> </ul>	3	9	9	

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



	transmission of Covid-19: <u>Sample taking (Swab Desk)</u>		<ul style="list-style-type: none"> <li>Advise subject to sanitise chair and mirror, dispose of gloves and leave site by exit door only.</li> <li>Swab desk to be sanitised and gloves changed between each subject.</li> </ul>				
4	Contact between sample and test centre runner increasing the transmission of Covid-19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Full PPE for administering personnel.</li> <li>Sample carefully moved within 1 metre between swab desk and processing desk only.</li> <li>Swab desk to be sanitised and gloves changed between each subject.</li> </ul>	3	9	9	
5	Contact between samples and sample testers increasing the transmission of Covid-19: <u>Sample processing &amp; analysis (Processing Desk)</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Full PPE for administering personnel.</li> <li>Sample handled by one processing operative.</li> <li>LFT results recorded as (N=Negative, P=Positive, I=Invalid), marking result on card.</li> <li>Label sample with marker pen before placing into yellow hazard waste bins provided next to desk.</li> <li>Processing desk to be sanitised between each sample.</li> </ul>	3	9	9	
6	Contact between samples and sample testers increasing the transmission of Covid-19: <u>Waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Sanitise all areas and equipment after use and between subjects/samples.</li> <li>Use waste and hazard waste bins provided at all times.</li> <li>Hazard and waste bagged up appropriately and disposed of in a secure way, after each testing session.</li> <li>Bins to be sanitised when emptied and appropriate bags replaced.</li> </ul>	3	9	9	

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>Identical barcodes are provided to subject at reception.</li> <li>Reception desk registers subject details to their unique barcode.</li> <li>Barcodes are attached by trained staff at reception, swab and processing areas. Barcodes are checked for congruence at each stage. Any anomaly would void the test.</li> </ul>	3	9	9	
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 24 hrs of registration.</li> <li>Subjects are called for a retest.</li> </ul>	3	9	9	
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	<ul style="list-style-type: none"> <li><b>PPE:</b> <u>nitrile gloves</u> which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. <u>Safety visor</u> which are tested and approved under appropriate government standards, to be worn at all times when handling the extraction solution. Impervious (such as an <u>apron</u>) 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 schools'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> </ul>	4	8	8	

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



		toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> <li>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>				
10	Adverse reaction to swab test	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Seek first aid assistance by First Aider trained in controlled measures.</li> <li>Determine reaction and take action as required.</li> <li>Ensure cleaning equipment is available to clean area.</li> </ul>	3	3	9	
11	Unauthorised access by members of the public	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>No unauthorised staff or subjects without express permission of the management.</li> </ul>	2	4	4	
12	Corridor to / from queuing to reception desk and welfare spaces.	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Meet and greeter at entrance into building reiterating Item 1 and ensuring PPE is worn as required.</li> <li>Meet and greeter filters into controlled areas monitoring flow of subjects to reception desk.</li> <li>Reception desk filters flow of subjects swab desk monitoring flow of subjects.</li> </ul>	3	3	9	

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



13	Electrical safety / plant & equipment maintenance.	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Staff only to use reception pc.</li> <li>• Reception personnel to sanitise after each use.</li> <li>• Further issues to be reported to IT department.</li> </ul>	3	9	9	
14	Use of shared equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Equipment should NOT be shared, unless in a controlled way between reception, swab and processing areas, as above.</li> </ul>	3	9	9	
15	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• Three identical barcodes are provided to subject at check in one fixed to registration card.</li> <li>• The subject registers their details to a unique barcode before conducting the test at the reception desk.</li> <li>• Barcodes are attached by trained staff at the swab desk.</li> <li>• Barcodes are checked for congruence at each stage to limit errors and rectification.</li> </ul>	2	6	6	
16	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 x hrs of registration</li> <li>• Subjects are called for a retest.</li> </ul>	3	9	9	
17	Positive result	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Halt all processes whilst positive result cascaded to management.</li> <li>• Subject asked to leave site and obtain a Covid-19 test, self isolating until the result comes back.</li> <li>• Isolate positive pupil into Covid-19 waiting area, until collection by parent.</li> <li>• Advise pupils parents to seek Covid-19 test.</li> </ul>	5	20	20	

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



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		
2	Digital NHS Innova LFD Training undertaken by all controlled personnel.	Covid Coordinator		

Additional Notes



# Queen Elizabeth's Grammar, Alford A Selective Academy



## 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	Severity
Rare, will probably never happen/recur	Negligible
Unlikely, do not expect it to happen, but is possible	Minor
Possible, might happen	Moderate
Likely, will probably happen	Major
Almost certain, will undoubtedly happen	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

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



<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	Mr G Thompson
Signature of Lead Assessor	<i>G Thompson</i> Date 15/01/2021

<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