

Coronavirus (COVID-19): RISK ASSESSMENT *Lateral Flow Testing*

(During the lockdown period this testing is limited to critical worker and vulnerable students and a very limited number of staff. This assessment includes preparation for reopening but further assessment may be necessary on full reopening)

Assessment conducted by	Director of Finance & Operations		
Covered by this assessment	Staff, Students, Parents, Contractors, Visitors		
Date of assessment	4 th Jan 2021	Review interval:	Ongoing To be revised and full reviewed if lateral testing takes place when school is fully re-opened.
Activity /Task			
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Uxbridge High School		
Activities Involved	Traversing the site on foot. Testing staff and students.		
Related documents and protocols			
Coronavirus (COVID-19) Reopening Plan Coronavirus (COVID-19) Risk Assessment Social distancing protocols	Infection Control Policy Health & Safety Policy and Procedures First Aid Policy		

	Severity <i>Consequence of event happening</i>					
	Negligible	Minor	Moderate	Major	Critical	
Probability <i>Likelihood of event happening</i>	Almost Certain	Tolerable 4	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

Probability		Risk Control Strategies	
Almost Certain	<i>will undoubtedly happen again</i>	Trivial	<i>No action required</i>
Likely	<i>will probably never happen</i>	Tolerable	<i>Monitor the situation</i>
Possible	<i>could happen</i>	Substantial	<i>Take action within an agreed period</i>
Unlikely	<i>not expected to happen but is possible</i>	Intolerable	<i>Stop activity, take immediate action to reduce the risk</i>
Rare	<i>will probably never happen</i>		

Area for concern	Associated Risks	Mitigation Measures	In place	Responsible (to ensure it happens)	Risk (Post Measures)		
					Probability	Severity	Risk
Contact between subjects increasing the risk of transmission of Covid-19	Transmission of the virus between persons waiting for test, leading to ill health or potential death	All staff, parents and students are clear that they should not attend school 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.	Yes	Senior Leadership Team	2	5	10
		Training for all staff involved in the testing process is undertaken to ensure that they understand their roles and responsibilities and risks in the test area, including the correct use of PPE.	Yes	Director of Finance & Operations			
		All students and their parents are given clear instructions on how the process will work.	Yes/ To be in place on return	Senior Leadership Team			
		Prominent signage reminding staff and students to wear face coverings/masks are displayed at the entrance to the testing area.	Yes - basic/ To be in place on return	Facilities Manager			
		Staff and students wear face coverings/masks at all times whilst in the testing area, except for brief lowering at time of swabbing.	Yes	Testing Staff			
		All staff and students are reminded at the time of booking and in advance of the test to attend the test wearing a face covering/mask.	Yes	Testing Staff			
		Compliance of all staff and students with wearing of face covering/mask is visually checked on arrival to the test centre, and whilst queueing where relevant. Disposal face masks are provided where students/staff arrive without one.	Yes	Testing Staff			
		All staff and subjects use the outdoor hand washing facilities and/or hand sanitisers provided on arrival & adherence to this enforced by testing staff.	Yes	Testing Staff			
		Queue management system in place to maintain social distancing of year group bubbles and staff during the testing process.	To be in place on return	Facilities Manager			
		Two meter social distancing is maintained between all staff and students, with measured floor markings in place to ensure compliance, in addition to verbal reminders if necessary from testing staff.	Yes/ Floor markings for return	Facilities Manager Testing Staff			

Area for concern	Associated Risks	Mitigation Measures	In place	Responsible (to ensure it happens)	Risk (Post Measures)		
					Probability	Severity	Risk
		A one-way system through the testing area is in place at all times. Compliance with this is enforced by testing staff.	Yes	Facilities Manager Testing Staff			
		The testing area is cleaned regularly, including wiping down of all potential touchpoints in accordance with PHE guidance.	Yes	Facilities Manager Testing Staff Cleaning contractor			
		Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects	Yes	Testing Staff			
Contact between staff and students being tested, and testing staff (registration) on entry, increasing the risk of transmission of Covid-19: Welcome & registration	Transmission of the virus leading to ill health or potential death	All staff, parents and students are clear that they should not attend school 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.	Yes	Senior Leadership Team	2	5	10
		Training for all staff involved in the testing process is undertaken to ensure that they understand their roles and responsibilities and risks in the test area, including the correct use of PPE.	Yes	Director of Finance & Operations			
		Staff involved with testing maintain regular changing of PPE as per the training guidance.	Yes	Testing Staff			
		Prominent signage reminding staff and students to wear face coverings/masks are displayed at the entrance to the testing area.	Yes - basic/ To be in place on return	Facilities Manager			
		Staff and students wear face coverings/masks at all times whilst in the testing area, except for brief lowering at time of swabbing.	Yes	Testing Staff			
		All staff and students are reminded at the time of booking and in advance of the test to attend the test wearing a face covering/mask.	Yes	Testing Staff			
		Compliance of all staff and students with wearing of face covering/mask is visually checked on arrival to the test centre, and whilst queueing where relevant. Disposal face masks are provided where students/staff arrive without one.	Yes	Testing Staff			

Area for concern	Associated Risks	Mitigation Measures	In place	Responsible (to ensure it happens)	Risk (Post Measures)		
					Probability	Severity	Risk
		All staff and subjects use the outdoor hand washing facilities and/or hand sanitisers provided on arrival & adherence to this enforced by testing staff.	Yes	Testing Staff			
		Queue management system in place to maintain social distancing of year group bubbles and staff during the testing process.	To be in place on return	Facilities Manager			
		Two meter social distancing is maintained between all staff and students, with measured floor markings in place, and plastic screens between swabbing areas to ensure compliance, in addition to verbal reminders if necessary from testing staff.	Yes/ Floor markings/screens to be changed for return	Facilities Manager Testing Staff			
		A one-way system through the testing area is in place at all times. Compliance with this is enforced by testing staff.	Yes	Facilities Manager Testing Staff			
		The testing area is cleaned regularly, including wiping down of all potential touchpoints in accordance with PHE guidance.	Yes	Facilities Manager Testing Staff Cleaning contractor			
		Regular checks that cleaning, PPE and hygiene requirements for infection control are being conformed to.	Yes	Facilities Manager Cleaning contractor			
		Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects	Yes	Testing Staff			
Contact between staff and students being tested, and testing staff (sampler) increasing the transmission of Covid-19: Sample taking	Transmission of the virus leading to ill health or potential death	Students and staff are given instructions on how to undertake the test themselves.	Yes	Testing Staff	2	5	10
		Training for all staff involved in the testing process is undertaken to ensure that they understand their roles and responsibilities and risks in the test area, including the correct use of PPE.	Yes	Director of Finance & Operations			
		Testing staff wear the appropriate PPE including face masks, face shields, gloves, aprons.	Yes	Testing Staff			

Area for concern	Associated Risks	Mitigation Measures	In place	Responsible (to ensure it happens)	Risk (Post Measures)		
					Probability	Severity	Risk
		Staff involved with testing maintain regular changing of PPE as per the training guidance.	Yes	Testing Staff			
		The testing area is cleaned regularly, including wiping down of all potential touchpoints in accordance with PHE guidance.	Yes	Facilities Manager Testing Staff Cleaning contractor			
		Regular checks that cleaning, PPE and hygiene requirements for infection control are being conformed to.	Yes	Facilities Manager			
		The testing area is laid out as per the guidance.	Yes	Facilities Manager			
Contact between sample and testing staff (test centre runner) increasing the transmission of Covid-19: Sample transport	Transmission of the virus leading to ill health or potential death	Training for all staff involved in the testing process is undertaken to ensure that they understand their roles and responsibilities and risks in the test area, including the correct use of PPE.	Yes	Director of Finance & Operations	2	5	10
		Testing staff wear the appropriate PPE including face masks, face shields, gloves, aprons.	Yes	Testing Staff			
		Staff involved with testing maintain regular changing of PPE as per the training guidance.	Yes	Testing Staff			
		The testing area is cleaned regularly, including wiping down of all potential touchpoints in accordance with PHE guidance.	Yes	Facilities Manager Testing Staff Cleaning contractor			
		Regular checks that cleaning, PPE and hygiene requirements for infection control are being conformed to.	Yes	Facilities Manager			
Contact between samples and testing staff (sample testers) increasing the transmission of Covid-19: Sample processing & analysis.	Transmission of the virus leading to ill health or potential death	Training for all staff involved in the testing process is undertaken to ensure that they understand their roles and responsibilities and risks in the test area, including the correct use of PPE.	Yes	Director of Finance & Operations	2	5	10
		Testing staff wear the appropriate PPE including face masks, face shields, gloves, aprons.	Yes	Testing Staff			
		Staff involved with testing maintain regular changing of PPE as per the training guidance.	Yes	Testing Staff			

Area for concern	Associated Risks	Mitigation Measures	In place	Responsible (to ensure it happens)	Risk (Post Measures)		
					Probability	Severity	Risk
		The testing area is cleaned regularly, including wiping down of all potential touchpoints in accordance with PHE guidance.	Yes	Facilities Manager Testing Staff Cleaning contractor			
		Regular checks that cleaning, PPE and hygiene requirements for infection control are being conformed to.	Yes	Facilities Manager			
Contact between samples and testing staff (sample testers) increasing the transmission of Covid-19: Sample disposal and waste disposal	Transmission of the virus leading to ill health or potential death	Training for all staff involved in the testing process is undertaken to ensure that they understand their roles and responsibilities and risks in the test area, including the correct use of PPE.	Yes	Director of Finance & Operations	2	5	10
		Testing staff wear the appropriate PPE including face masks, face shields, gloves, aprons.	Yes	Testing Staff			
		Staff involved with testing maintain regular changing of PPE as per the training guidance.	Yes	Testing Staff			
		The testing area is cleaned regularly, including wiping down of all potential touchpoints in accordance with PHE guidance.	Yes	Facilities Manager Testing Staff Cleaning contractor			
		Regular checks that cleaning, PPE and hygiene requirements for infection control are being conformed to.	Yes	Facilities Manager			
		Review guidance regularly for advice on dealing with waste generated by testing (no guidance currently issued).	Yes	Facilities Manager			
		All waste classified as clinical waste is disposed of in line with clinical waste requirements.	Yes	Facilities Manager			
		Sufficient waste disposal areas are provided within the test centre, and correctly labelled.	Yes	Facilities Manager			
		Waste collection protocols are followed and secure waste holding areas are assigned for waste collection.	Yes	Facilities Manager			
Incorrect result communication	Wrong samples or miscoding of results	Registration desk manned by school staff and names and details checked from school data to NHS.	Yes/ To be in place on return	Senior Leadership Team	2	4	8
		Support provided to students and staff during registration process to ensure data is accurate.	Yes	Testing Staff			

Area for concern	Associated Risks	Mitigation Measures	In place	Responsible (to ensure it happens)	Risk (Post Measures)		
					Probability	Severity	Risk
		2 identical barcodes are provided to staff or student being tested, at check-in.	Yes	Testing Staff			
		The staff or student being tested registers their details to a unique ID barcode before conducting the test.	Yes	Testing Staff			
		Barcodes are attached by trained staff at the sample collection bay.	Yes	Testing Staff			
		Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station.	Yes	Testing Staff			
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & no result communicated to individual	Rule based recall of staff or students who have not received a result within 1 hr of registration	Yes	Testing Staff	2	3	6
		Staff or students have to take another test	Yes	Testing Staff			
		A double-check is conducted to ensure that all results have been uploaded and that there are no gaps in data.	Yes	Testing Staff			
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.	Nitrile gloves which meet the Regulation (EU) 2016/425 are used at all times when handling the extraction solution.	Yes	Facilities Manager Testing Staff	2	2	4
		Safety glasses with side shields which are tested and approved under appropriate government standards are worn at all times when handling the extraction solution.	Yes	Facilities Manager Testing Staff			
		Impervious clothing to protect the body from splashes or spillages are worn.	Yes	Facilities Manager Testing Staff			
		The product is protected from entering drains.	Yes	Testing Staff			
		Surfaces that the solution is spilt on are wiped and the cleaning material is disposed of in line with waste disposal procedures.	Yes	Testing Staff			
		The solution is not used if it is expired.	Yes	Testing Staff			
		Training is provided on handling potentially biohazardous samples, chemicals and good lab practice. Guidelines in these training procedures are adhered to prevent improper handling.	Yes	Senior Leadership Team			

Area for concern	Associated Risks	Mitigation Measures	In place	Responsible (to ensure it happens)	Risk (Post Measures)			
					Probability	Severity	Risk	
		The procedures on the MSDS form provided by Innova are followed to mitigate against inhalation, skin contact or ingestion of these chemicals. Training is provided so that all staff involved in the testing process are confident and have sufficient time to undertake this part of their role efficiently.	Yes	Testing Staff				
Unauthorised access by members of the public	Potential for verbal and physical abuse.	No visitors are allowed on site during the pandemic.	Yes	Facilities Manager	1	3	3	
	Transmission of the virus leading to ill health or potential death	Access control entry is in place.	Yes					
		Contractors on site are limited, and are accompanied around site when on site.	Yes					
		CCTV is in operation.	Yes					
		Parents and carers do not attend testing session, unless by specific arrangement.	Yes					Senior Leadership Team
		Behaviour for Learning Policy operates within the testing area – students are supervised on entry and departure by staff.	Yes					
Uneven surfaces (floor protection in the Testing and Welfare areas)		Trip hazard Spillage during testing Transmission of the virus leading to ill health or potential death	Regular inspection of the testing area by Facilities Team ensures that there are no trip or slip hazards.	Yes	Facilities Manager	1	3	3
Inclement weather	Potential for longer queues and impact on social distancing Transmission of the virus leading to ill health or potential death	Staff and students wear face coverings/masks at all times whilst in the testing area, except for brief lowering at time of swabbing. Queue management system in place to maintain social distancing of year group bubbles and staff during the testing process. Two meter social distancing is maintained between all staff and students, with measured floor markings in place to ensure compliance, in addition to verbal reminders if necessary from testing staff.	Yes Yes Yes/ Floor markings for return	Testing Staff Testing Staff Facilities Manager	3	2	6	

Area for concern	Associated Risks	Mitigation Measures	In place	Responsible (to ensure it happens)	Risk (Post Measures)		
					Probability	Severity	Risk
		A one-way system through the testing area is in place at all times. Compliance with this is enforced by testing staff.	Yes	Facilities Manager			
Use of shared equipment	Transmission of the virus leading to ill health or potential death	Unnecessary sharing of resources is avoided.	Yes	Senior Leadership Team	1	1	1
		Staff undertaking testing do not share equipment.	Yes	Testing Staff			
		Processing areas will be isolated by processor, therefore no cross-contamination.	For Return	Senior Leadership Team			