

THE ALBANY RISK ASSESSMENT FOR GENERAL AND CLINICAL ACTIVITIES ASSOCIATED WITH ASYMPTOMATIC TESTING

This document is based on an exemplar provided by the DfE and NHS Test and Trace. This risk assessment is required by both Public Health England and the Health and Safety Executive in order 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 staff and volunteer testing operators.

Assessment Date	4 January 2021	Lead Assessor	Jane Reason	Assessment Number	1
Activities Involved	Travel to and from the school site Accessing buildings and testing site (Science Classroom) Testing staff, students and associated contractors (e.g. Push Forward, Blue Wave Marshall Arts, regular contracted supply staff)				
Who might be affected	Staff, students, contractors, supply staff, visitors				

HAZARD IDENTIFICATION AND EVALUATION

NO	HAZARD	ASSOCIATED RISKS	CURRENT CONTROL/ MITIGATION MEASURES	RISK EVALUATION			ADDITIONAL CONTROL NEEDED (Action number)
				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>Asymptomatic – all individuals to be advised in advance not to attend if they have any symptoms of C19, are living with someone showing symptoms or who have been in close contact with someone who is displaying symptoms</p> <p>Face masks – prominent signage reminding individuals of the use of face masks to be displayed outside test sites Individuals to be reminded of wearing of face masks prior to test Face coverings/masks to be worn at all time by individuals whilst on the test site except for brief lowering at time of swabbing. Checking of compliance to be conducted by staff</p> <p>Hand hygiene – all individuals to use hand sanitiser provided on arrival and staff involved in testing will remind students of this.</p> <p>Social distancing – 2m social distancing to be maintain between individuals in place to</p>	3	4	12	Actions 1, 3 and 5 Additional support to ensure students who pose a risk with regards to not following the guidance are supported to do so by their class teacher/ support assistant. Students posing a risk to be removed from the room and refused a test.

NO	HAZARD	ASSOCIATED RISKS	CURRENT CONTROL/ MITIGATION MEASURES	RISK EVALUATION			ADDITIONAL CONTROL NEEDED (Action number)
				Probability	Severity	Risk	
			<p>ensure compliance and as a reminder. Staff to remind individuals.</p> <p>Control of numbers of students and staff in the room to mitigate lack of capacity for a one-way system.</p> <p>Cleaning – regular cleaning of site to be carried out in line with advice from PHE and in DfE and NHS booklet</p> <p>Minimal furniture in place.</p> <p>No physical handling of documents to individuals except barcodes.</p>				
2	Contact between individuals and staff increasing the risk of transmission of C19	Transmission of the virus leading to ill health or potential death	<p>Welcome and registration – test staff to wear PPE as outlined in support booklet and follow normal safety measures – use of hand gel, social distancing.</p> <p>Individual to stand 2m from seat of registration desk.</p> <p>Test staff to pass barcodes to individuals using minimal contact with labels.</p> <p>Social distancing to be maintained if individual needs escorting to test station.</p> <p>All PPE to be replaced at the end of the testing session.</p> <p>Sample taking – follow instructions on instruction card (from NHS/DfE guidance) when handing sampling kit to individual.</p> <p>Testing processor to prepare Lateral Flow Device cartridge, extraction tube and extraction solution on the table in front of participant.</p> <p>Test assistant to supervise the swabbing carefully. Provide instructions for putting swab into vial</p> <p>Ask individual to put vial into testing tray to transport to testing area.</p> <p>Where staff are needed to support the student to complete the test, full PPE and agreement from the student must be sought.</p>	3	4	12	Actions 1, 3 and 5 See above (1) controls.

NO	HAZARD	ASSOCIATED RISKS	CURRENT CONTROL/ MITIGATION MEASURES	RISK EVALUATION			ADDITIONAL CONTROL NEEDED (Action number)
				Probability	Severity	Risk	
3	Contact between samples and sample tester increasing the risk of transmission of C19	Transmission of the virus leading to ill health or potential death	<p>Sample processing and analysis – sample processors to wear 2 sets of gloves and change one set after each sample is tested. Follow instructions carefully provided in ‘How to’ Guide and on the instruction card Follow instructions for the removal of PPE</p> <p>Sample disposal and waste disposal – all samples to be disposed of in an unmarked yellow bag as described in DfE ‘How to’ guide.</p> <p>Bag to be securely tied at the end of the day</p> <p>Arrangements made with waste disposers to remove healthcare waste from site</p> <p>All areas to be thoroughly cleaned following test</p>	2	4	8	Action 1 & 3
4	Incorrect result communication	Wrong samples or miscoding of results	<p>Two identical barcodes are provided to the individual at check in</p> <p>Individual registers their details to a unique ID barcode before conducting the test</p> <p>Barcodes are attached by trained staff where the sample is collected</p> <p>Barcodes are checked by another member of test site team when being analysed and applied to the Lateral Flow Device at this point</p> <p>Sample processor and recorder to complete training modules so that they are aware of the procedures and how to record the test results</p> <p>Sample processor to provide results to recorder to log test results online.</p> <p>Ensure that individual to be tested has registered with NHS Test and Trace – provide support if required</p> <p>Ensure that individual/individual’s parent enters test results on their Test and Trace site – provide support if required</p> <p>Covid coordinator to keep own site Covid register to keep a record of all results. (Full details in ‘How to’ guide)</p>	2	2	4	Action 3 & 4 Ensure that those carrying out the process are not overwhelmed with too many tests in process at once

NO	HAZARD	ASSOCIATED RISKS	CURRENT CONTROL/ MITIGATION MEASURES	RISK EVALUATION			ADDITIONAL CONTROL NEEDED (Action number)
				Probability	Severity	Risk	
5	Damaged barcode, lost Lateral Flow Device, failed scan of barcode	Orphaned record on registration portal and so no result communicated to individual	Recall of any individual who has not received a result within 2 hours of registration and taking test	2	2	4	Action 3
6	Extraction solution which comes with the lab kit contains the following components: Na ₂ HPO ₄ (disodium hydrogen phosphate) NaH ₂ PO ₄ (sodium phosphate mono basic) 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 the testing booklets. This is the case for exposure to eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, and medical conditions aggravated by exposure.	<p>PPE – nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times with 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. Impervious clothing to be worn to protect the body from splashes or spillages (provided in testing kits).</p> <p>Environmental – to do not let product enter drains</p> <p>Spillages – wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the advised disposal procedures (see testing manual)</p> <p>Other – do not use if the solution has expired</p> <p>Training to be provided in handling potentially biohazardous samples, chemicals and good laboratory practice. Adhere to guidelines in training procedures to prevent improper handling</p> <p>Follow any additional guidance from Innova to mitigate against inhalation, skin contact or ingestion of any of these chemicals</p>	1	2	2	Action 2
7	Occupational illness or injury	Staff member becomes unwell or is injured, not related to C-19	Staff member to be instructed not to come on site if they feel unwell Staff member to be sent home should they start to feel unwell	1	2	2	
8	Manual handling	Staff member is injured	Staff member to be trained in manual handling if required	1	2	2	Action 2
9	Unauthorised access by members of the public	Member of the public putting themselves at risk of infection	Usual controls for non-staff, regular contractors or students on site.	1	1	1	

NO	HAZARD	ASSOCIATED RISKS	CURRENT CONTROL/ MITIGATION MEASURES	RISK EVALUATION			ADDITIONAL CONTROL NEEDED (Action number)
				Probability	Severity	Risk	
10	Uneven surfaces (floor protection in the test area)	Staff and individuals being tested are hurt/at risk of infection due to trips and falls	The room in use does not need additional flooring to be put down to enable mop cleaning of site	1	2	2	Action 2
11	Inclement weather	Individuals to be tested are put at risk due to wet clothing or masks	Additional aprons and masks to be provided to any individuals whose clothing has become wet through inclement weather.	1	2	2	
12	Electrical safety/equipment maintenance Defective electrical equipment	Individuals or test site staff will be electrocuted	All electrical equipment to be checked through PAT and FAT testing. All computer equipment to be tested and checked by IT technicians	1	4	4	
13	Use of shared equipment	Risk of infection from surfaces of shared equipment	Gloves to be worn where equipment needs to be shared. Any shared equipment to be wiped down by antiseptic wipes or using an antiseptic spray. Staff and individuals to use masks, except when swabbing	2	2	4	Actions 1 & 3

ADDITIONAL CONTROL IMPROVEMENTS


ACTION NO	RECOMMENDED ADDITIONAL CONTROL MEASURES	RESPONSIBILITY	TARGET DATE	DATE COMPLETED
1	Content of the risk assessment to be communicated with all staff prior to testing starting and for any new staff on induction	Jane Reason		
2	Health and safety updates to be provided to all staff monthly to avoid complacency	Emma Oxnam		
3	Ensure all test site staff have completed training modules and have provided certification as proof of completion	Claire Hatliff		
4	Instigate an in house Covid register to be kept internally	Sharon Ungless/ Nicki Hayward		
5	Students risk assessment to include capacity to follow safety rules within the testing site	Viv Proctor		

RISK EVALUATION

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (probability)	Almost certain	5	10	15	20	25
	Likely	4	8	12	16	20
	Possible	3	6	9	12	15
	Unlikely	2	4	6	8	10
	Rare	1	2	3	4	5

	Intolerable
	Substantial
	Tolerable
	Trivial

Likelihood	Severity	Risk Control Strategy
Rare , will probably never happen/recur	Negligible	Intolerable – stop activity, take immediate action to reduce the risk
Unlikely , do not expect it to happen, but is possible	Minor	Substantial - Take action within an agreed period
Possible , Might happen	Moderate	Tolerable – monitor the situation
Likely , will probably happen	Major	Trivial – No action required
Almost Certain , will undoubtedly happen	Critical	

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			
Headteacher Signature		Date	6/1/21