



TEST and TRACE RISK ASSESSMENT

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

Assessment Date	04/01/21	Lead Assessor	Denise Rogers		Head Teacher	Sara Jordan	Brook Green Centre for Learning
Activity / Task							
Description of task / process / environment being assessed	<p>General and clinical activities on the asymptomatic testing site at Brook Green Centre for Learning, Bodmin Road, Plymouth PL5 4DZ</p> <p>Weekly testing of staff and students (if requested by parent). Could become daily testing for some identified staff and students</p> <p>Lateral Flow Test - School premises</p>						
Activities Involved	Traversing the site on foot Testing staff and students				Location	School premises	
					The Cabin, first floor		
Who Might be affected	Employee	Pupil	Contractor	Visitor	Service User		
	✓	✓					
Hazard Identification and evaluation							

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	Action No
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<p>Asymptomatic: All staff and students are to be advised in advance not to attend the school site 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 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>Anyone undertaking a 'test' is to wear face coverings/masks when entering the testing station – the Cabin</p> <p>Hand hygiene: All subjects to use hand sanitiser provided on arrival and adherence to this enforced by reception staff. Staff to use hand hygiene before and after taking the test.</p> <p>Social distancing: Two metre social distancing to be maintained between subjects with verbal reminders if necessary. When taking the test subjects to stand at either end of the tables facing towards the whiteboard</p> <p>One way system: Anyone having a test will enter the Cabin by the entrance off the main corridor and after the test will leave using the doors leading out onto the balcony from the Cabin then back through into the main corridor</p> <p>Cleaning: Tables and all equipment will be cleaned down after each testing session and PPE will be replaced.</p> <p>Limited clutter-chairs only on request, minimal furniture in test area</p> <p>Regular cleaning of the whole school site including wipe down of all potential touchpoints will be completed as per the cleaning schedules.</p>	1	4	4	1

2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <i>Welcome and registration</i>	Transmission of the virus leading to ill health or potential death	Staff and students allocated specific times to attend for tests and then instructed to leave the test area asap to their normal place of work. Staff and students will be allocated at time for testing and advised where testing will take place. If the test takes place before the school day, face masks to be worn by staff and students in the testing room. If the test is positive staff will be advised ASAP and then to leave the site.	1	4	4	
3	Contact between subject and sampler increasing the transmission of COVID19: <i>Sample taking</i>	Transmission of the virus leading to ill health or potential death	Staff and students are taking their own 'swab' with the kit provided by trained staff Staff and students to swab nose and or throat, placed in extraction tube, liquid added by trained staff. The extraction tube is closed. Trained staff will then put 2 drops of the sample onto the LFD. The NHS Registration form is placed onto a tray and this is then given to the Lead Assessor.	1	4	4	
4	Contact between sample and test centre runner increasing the transmission of COVID19: <i>Sample transport</i>	Transmission of the virus leading to ill health or potential death	No tests being transported off site.	n/a	n/a	n/a	
5	Contact between samples and sample testers increasing the transmission of COVID19: <i>Sample processing & analysis.</i>	Transmission of the virus leading to ill health or potential death	Staff and students are taking their own 'swab' with the kit provided and then placing in tray provided before the tray is then passed to the Lead Assessor. Lead Assessor gets the tray of LFD's with timings on then the results are recorded after 30 mins either positive, negative or void. Void results the subject will be asked to re test Positive results subject will leave the site ASAP	1	4	4	

6	Contact between samples and sample testers increasing the transmission of COVID19: <i>Sample disposal and waste disposal</i>	Transmission of the virus leading to ill health or potential death	Staff that are testing will put everything but the NHS registration card and LFD into the bins provided – all will wear appropriate PPE. Lead Assessor will, after the results are obtained, retain the NHS registration card and put the LFD into the bins, The bins will be emptied after each session and the yellow tiger bags will be put in the allocated named bin in the secure cage.	1	4	4	
7	Incorrect result communication	Wrong samples or miscoding of results	3 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode Barcodes are attached at the sample collection point and applied to Lateral Flow Device at this station by a trained member of staff	1	2	2	
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal and no result communicated to individual	Log the subject and bar code with issue Subject will also have to complete the NHS Registration form Subjects are called for a retest	1	2	2	
9	Extraction solution which comes with the lab test kit contains the following components: 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, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when 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. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line 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. 	1	2	2	

10	Occupational illness or injury		N/a	n/a	n/a	n/a	
11	Manual handling		Room for test already set up, weight of test equipment minimal	1	1	1	
12	Unauthorised access by members of the public		Premises secured by gates and fob entry only.	1	1	1	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)		Hard floored area specifically chosen for ease of cleaning/decontamination. Cleaned after each testing session to reduce any risk.	1	1	1	
14	Stairs to / from sample processing / registration area and welfare space		Test area on first floor accessed from ground level	1	1	1	
15	Inclement weather		Accessing one way system to balcony area to gain access back into the building – potential slip hazard	1	2	2	
16	Electrical safety / plant & equipment maintenance Defective electrical equipment		There is no electrical equipment in the test area	1	1	1	

17	Use of shared equipment		No sharing of equipment including computers Test area - cleaned after each session. Staff to bring their own pens and phones for registering	1	1	1	
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Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Headteacher and Lead Assessor to complete all DfE / NHS webinars in preparation to ensure end to end health, safety and infection control risks for mass lateral flow testing	SJ / DR	11/01/21	07/01/21
2	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	SJ / DR	05/01/2021	05/01/21
3	Content of the risk assessment to be communicated with all staff and confirmation signed to confirm that they understand their responsibility with this	SJ	11 / 01 / 21	11 / 01 / 2021
4	Communication will be delivered to all staff and parents on a regular basis to update on any changes to testing practice/regime.	SJ	ongoing	

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	Sara Jordan and Denise Rogers
Signature of Lead Assessor	Denise Rogers

