

Cavendish Education & Training Ltd

Pull Court, Bushley, Tewkesbury, GL20 6AH

Location: Testing Centre

Title : Test & Trace	Date of Assessment : 03/01/2021	Risk Assessor : Jill Blakeney
Risk Assessment Reference : COVID-19 School Testing	People involved in making this assessment : Stephen Aiano , Branimir Karavla, Jill Blakeney , Tom Butt, Gwen Hamilton , Nick Oldham	
Task/ Process : 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	People at Risk : Employees, Contractors, Volunteers, Pupils, Visitors, Service User	

Hazard : Contact between subjects increasing the risk of transmission of COVID19 Transmission of the virus leading to ill health or potential death
Control Measures:
1. Asymptomatic: Subjects not to attend if symptomatic or live with someone who is symptomatic (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.
2. Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.
3. Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.
4. Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.
5. Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff.
6. Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.
7. Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff.
8. Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff.
9. A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.
10. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.
11. Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects

Hazard : Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & registration Transmission of the virus leading to ill health or potential death
Control Measures:
1. Defined area within school
2. One way system
3. Social distancing markings on floor (inside and outside)

4. Signage displayed in and around the testing area
5. PPE: All staff involved in testing to wear appropriate PPE as defined and provided by PHE
6. Testing on returning to school - Completion of Test & Trace applications in cars, with parents upon arrival to reduce the time spent in the testing centre on returning to school (added 06/01/21)
7. Pupils not allowed to return onto site until Lateral flow test has come back as negative. Pupils made to wait in isolation whilst results arrive after 20-30 mins (added 06/01/21).
8. Pupils are to be tested twice in 3-5 days and then weekly thereafter, whilst in school (key workers and vulnerable pupils) or in boarding houses (added 06/01/21).
9. Onsite staff are to be tested weekly in line with government advice (added 06/01/21).

Hazard : Contact between subject and sampler increasing the transmission of COVID19: Sample taking Transmission of the virus leading to ill health or potential death

Control Measures:

1. PPE: use of facemasks, faceshield aprons and gloves
2. Airflow encouraged throughout testing area
3. Managed entry and exit into and out of testing area socially distanced

Hazard : Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport Transmission of the virus leading to ill health or potential death

Control Measures:

1. PPE used by all staff as provided and directed by PHE
2. Segregated areas within testing centre
3. Numbers of pupils and process allows for School Nurses to be sampler and processor with set up of test centre. A runner is not required (added 06/01/21).

Hazard : Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis. Transmission of the virus leading to ill health or potential death

Control Measures:

1. PPE worn at all times
2. Air flow throughout testing area
3. Persons tested are predominantly self-testers and therefore contact is minimal (added 06/01/21)

Hazard : Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal Transmission of the virus leading to ill health or potential death

Control Measures:

1. Defined waste disposal for PPE, tissues and used vials, as provided and directed by DfE delivery

Hazard : Incorrect result communication Wrong samples or miscoding of results

Control Measures:

1. 2 identical barcodes are provided to subject at check in. The subject registers their details to a unique ID barcode before conducting the test
2. Barcodes are attached by trained staff at the sample collection bay. Barcodes are checked for congruence at the analysis station 1 & applied to Lateral Flow Device at this station
3. Bar codes are issued to pupils upon arrival to set up Test & Trace app before testing. Nurses process the unique ID and pupils receive a message when test results are processed. (added 06/01/21)

Hazard : Damaged barcode, lost LFD, failed scan of barcode Orphaned record on registration portal & No result communicated to individual

Control Measures:

1. Rule based recall of subjects who have not received a result within x hrs of registration
2. Subjects are called for a retest

Hazard : 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) Components devoid of hazard labels & manufacturer's say no hazards anticipated under conditions of use as described in product literature. e.g. exposure: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, & medical conditions aggravated.

Control Measures:

1. PPE: nitrile gloves (EU) 2016/425 used at all times when handling the extraction solution. Safety glasses & side shields (approved under appropriate government standards) worn at all times when handling the extraction solution. Impervious clothing to protect the body from splashes or spillages.
2. Environmental: do not let product enter drains
3. Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures
4. Do not use if the solution has expired
5. 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.
6. Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.

Hazard : Occupational illness or injury That the staff required to undertake testing is affected, resulting in inability to conduct proper testing in school

Control Measures:

1. Cross-training of staff to back-fill.
2. Temporary staff on stand-by/ use of external staff.

Further Control Measures Required:

Added Documents

Assignee

Due Date

Status

1. Substitute staff must be in place and trained if testing team contract COVID-19.		Tom Butt	15/01/2021	Action Due
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Hazard : Manual handling Lifting of test samples causes injury and ultimately absence

Control Measures:

1. All test centre staff to complete the manual handling Educare Module

Further Control Measures Required:

1. To eliminate risk of manual handling of testing, processing staff should undertake the manual handling Educare Module.

Added Documents	Assignee	Due Date	Status
	Tom Butt	15/01/2021	Action Due

Hazard : Unauthorised access by members of the public Unauthorised access of the public to school and the testing centre.

Control Measures:

1. Site access controlled with automated gates
2. Remote location of site is low risk
3. Entry to testing site via one gated entrance
4. All staff to co-ordinate entry to school with bursar, so known presence (added 08/01/21)
5. All visitors to site to sign in at reception to Pull Court/ bursary in first instance and COVID visitor policy invoked. (Added 08/01/21).

Hazard : Uneven surfaces (floor protection in the Testing and Welfare areas) Uneven flooring could be a trip hazard or be difficult to effectively clean/ sanitise

Control Measures:

1. All areas of testing centre are "lino" and easily cleaned

Hazard : Stairs to / from sample processing / registration area and welfare space Cross-over/ lack of social distancing on exit to testing area could mean contamination between pupils/ staff

Control Measures:

1. One-way system, directed by test centre staff at all times.
2. Testing times for pupils are staggered and controlled by Deputy Head - Pastoral & Boarding to ensure social distancing and cross-over is controlled. (added 11/01/20).

Further Control Measures Required:

1. DH to control the entry and exit of pupils through test centre.

Added Documents	Assignee	Due Date	Status
	Tom Butt	11/01/2021	Action Due

Hazard : Inclement weather Social distancing not adhered to and potential health impact of queuing during poor weather

Control Measures:

1. Staggered and scheduled testing times for all staff and pupils				
Further Control Measures Required:	Added Documents	Assignee	Due Date	Status
1. Testing Team to ensure Social Distancing within Test Centre at all times.		Jill Blakeney	11/01/2021	Action Due

Hazard : Electrical safety / plant & equipment maintenance Defective electrical equipment The electrical equipment is not maintained and is a danger or defective
Control Measures:
1. Onsite electrician

Hazard : Use of shared equipment Shared equipment may lead to contamination of staff/ pupils, etc.				
Control Measures:				
1. Shared equipment is not permitted in most cases, as per the Whole School Risk Assessment				
2. Where shared equipment is not possible, Zoono product is used on a 21 day cycle which protects against COVID-19				
Further Control Measures Required:	Added Documents	Assignee	Due Date	Status
1. PAT Test any electrical items within Test Centre to ensure safe and fit for purpose.		Branimir Karavla	15/01/2021	Action Due

Hazard : Incorrect result communication Wrong samples or miscoding of results				
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Documents Associated with this Risk Assessment:	Risk Assessment Template.pdf(NHS Risk Assessment Template)
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Review Date : 18/01/2021	Reviewer : Stephen Giles
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