



Test and Trace



St Michael's Catholic College - Risk Assessment for Asymptomatic Lateral Flow Testing

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

Assessment Date	12/02/21	Lead Assessors	F. Corcoran - Principal and J Nottage Assistant Principal and DSL	Review date	05/03/21	Other relevant documents	St Michael's National Lockdown Onsite Provision Risk Assessment 08/01/21 Mass asymptomatic testing: schools and colleges https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Coronavirus (COVID-19): implementing protective measures in education and childcare settings
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at St Michael's Catholic College						
Activities Involved	Traversing the site on foot Asymptomatic testing of school staff and students					Location	St Michael's Catholic College Llewellyn Street Bermondsey



Test and Trace



					London SE16 4UN
Who Might be affected	Employee ✓	Client ✓	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>EXAMPLE OF MEASURES:</p> <ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not 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. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times 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 booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through the building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. All subjects to use hand sanitiser again when entering the testing space (college main hall) • 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. • 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. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 	1	4	4	NO



			<ul style="list-style-type: none"> Limited clutter-chairs only on request; no physical handling of documents to subjects except barcodes and PCR test kits 				
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome & registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> 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 & registration staff. Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception/registration staff 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 No physical handling of documents to subjects except barcodes 	1	4	4	no
3	Contact between subject and test assistant increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Appropriate PPE will be worn by anyone handling taking samples or making contact with test subjects. Notices reminding subjects/samplers of sample procedure in place Testing stations to be wiped down with antiviral cleaning wipes between subjects Team leaders monitoring/auditing testing areas and providing reminders if needed 	3	6	6	no
4	Contact between samples and test processors increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Appropriate PPE will be worn by test processors and changed as per guidelines. Trays to be used to transport samples for added safety and to reduce risk of contact with test processor. Samples to be placed in holders to reduce risk of contact with test processor Reminder notices of procedures to be on display at processing stations Team Leaders monitoring/auditing processing areas and providing reminders if needed. Processing area to be wiped down with antiviral cleaning wipes between tests. 	2	4	4	no
5	Contact between samples and test processors increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Appropriate PPE will be worn by test processors and changed as per guidelines. Clinical waste bin bags and bags in place at the processing station. Clinical waste disposed of as per NHS guidelines- overseen by premises manager. Reminder notices of procedures to be on display at processing stations Team Leaders monitoring/auditing processing areas and providing reminders if needed. 	2	4	4	no
6	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station Test assistant to check barcodes match 	2	6	9	no

			<ul style="list-style-type: none"> Scanners used to record barcode details for additional security. 				
7	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> College records results manually as well as using NHS barcodes Rule based recall of subjects who have not received a result within x hrs of registration Subjects are called for a retest 	1	4	4	no
8	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.	<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. Visors 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	no
9	Occupational illness or injury	<p>Staff get injured in the course of the testing process.</p> <p>Staff become stressed due to close attention to procedures that are required.</p>	<ul style="list-style-type: none"> Usual health and safety measures and protocols for the safe management of the college site and staff working conditions are in place. Premises staff/Team leaders carry out checks of testing areas each morning Designated first aiders will be onsite and are trained in procedures involving illness, injury or accidents at work. Regular breaks provided to staff 	3	6	9	no
10	Manual handling	Staff handle equipment without taking any precautions	<ul style="list-style-type: none"> Appropriate PPE will be worn by anyone handling testing equipment or making contact with test subjects. Any shared items e.g Electrical items will be wiped down and cleaned between use. 	2	6	6	no
11	Unauthorised access by members of the public	Staff access the college site without permission or knowledge of reception or premises staff.	<ul style="list-style-type: none"> Access for those on foot is only possible via the main gate on Llewellyn Street which has intercom /buzzer entry. Entry to reception is controlled electronically by reception staff. Access to anyone arriving by car is by electronic gate to the car park. This can only be operated by premises staff. Fob required to access the main building from the car park. 	1	4	12	no

12	Uneven surfaces (floor protection in the Testing and Welfare areas)	Floor protection makes surfaces uneven and poses risk of tripping or injury	<ul style="list-style-type: none"> Floor protection not required in the testing area as it is wooden flooring, so floor protection not required. 	1	1	1	no
13	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> No stairs will be used by those being tested or running the testing. 	n/a	n/a	n/a	no
14	Inclement weather	Staff/students required to queue for testing outside in winter months.	<ul style="list-style-type: none"> Students or staff won't be required to queue outside, so, no risk posed by inclement weather. 	1	1	1	no
15	Electrical safety / plant & equipment maintenance Defective electrical equipment	Defective electrical equipment poses risk of injury or accident.	<ul style="list-style-type: none"> All electrical equipment used on site is regularly PAT tested. ICT technicians will carry out a check of all equipment each day. so any items that are defective will be promptly identified. 	2	4	6	no
16	Use of shared equipment	Equipment is shared without being cleaned which increases the risk of virus transmission.	<ul style="list-style-type: none"> Laptops/scanners will only be shared by staff conducting the testing and not students Typically staff will be designated specific equipment each session and items will be cleaned between use/sessions. 	3	6	9	no
17	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 2 identical barcodes are provided to the subject at check in. The registration assistant registers their details to a unique ID barcode before conducting the test. Barcodes are attached by trained staff at the sample collection bay. Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station. 	2	6	9	no
18	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within x hrs of registration. Subjects are called for a retest. 	1	1	8	no



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	11/01/21	11/01/21
2	Updates to be delivered to all workers on a regular basis	Team Leader	From 11/01/21	ongoing
3	Monitoring of site and arrangements daily and weekly	Team Leader	from 11/01/21	ongoing
4	Collation and evaluation of results	Covid Coordinator/Team Leader	from 11/01/21	daily on 11/01/21 and then weekly.

Additional Notes
<p>Review of registration process took place after an error checking consent was made on 11/01/21 – the first day of testing.</p> <p>Following the error a full investigation into this matter and a review of the testing processes as a whole has been carried out. This has involved a retraining of the staff involved in the registration process.</p> <p>As a result, the following has been implemented:</p> <ul style="list-style-type: none"> - Rearrangement of the consent Google sheet so that the ‘Yes’ to consent is in the column next to the student’s name, making it easier for admin staff to check consent. - Rearrangement of the registration process, checking the consent Google sheet and completing the school Covid log before registering on the government website.

Test and Trace

- A simplified step by step of the process of registration is on the desks next to the laptops that staff use for registration as a reminder and to avoid a repeat incident.
- From 22/02/21 SLT will self test at home using NHS guidance and information sent out to primary schools for home testing which they have been using since 28/01/21. SLT who test positive will be required to take a follow up PCR test as an additional precaution.
- From 22/02/21 Students and staff who are tested on the college site will not be required to take a follow up PCR test and will be told to isolate for 10 days as per updated DfE and Public Health guidance. Contacts will also have to be identified and to isolate for 10 days.

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

- Rare**, will probably never happen/recur
- Unlikely**, do not expect it to happen, but is possible
- Possible**, Might happen
- Likely**, will probably happen
- Almost Certain**, will undoubtedly happen

Severity

- Negligible
- Minor
- Moderate
- Major
- 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



Test and Trace



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	Felicity Corcoran Principal Joanna Nottage Assistant Principal
Signature of Lead Assessor	 Date 08/01/21

Reviews – 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

Health and Safety Risk Assessment Sign off Sheet

Assessment Number

--



Test and Trace



		Felicity Corcoran				Felicity Corcoran	
		Felicity Corcoran					
		Felicity Corcoran					
		Felicity Corcoran					
		Felicity Corcoran					
		Felicity Corcoran					