NHS Test and Trace

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	**25/08/2021**	**Lead Assessor**	**Katie Lucas**	**Assessment Number**	Version 4
Activity / Task					
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Kings International College				
Activities Involved	Testing staff and students				
Who might be affected	Staff ✔	Volunteers ✔	Contractors ✔	Visitors ✔	Pupils/students ✔

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Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Additional controls
1	Contact between subjects increasing the risk of COVID19 transmission of	Transmission of the virus leading to ill health or potential death	• **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. • **Hand hygiene**: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by COVID Coordinator. • 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/ COVID Coordinator. • **Cleaning**: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • **Limited clutter:** chairs only on request: no physical handing of documents to subjects except paperwork containing barcodes • Staff should collect barcode from reception when signing in and complete registration in their classroom/office.	
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : **Welcome &**	Transmission of the virus leading to ill health or potential death	All persons involved have successfully completed the training available: • Testing process overview online video • Roles and responsibilities online information sheet • Online training relevant to the specific role being carried out • Group onsite run through of swabbing and processing procedure	**Additional controls** Refresher training to take place at a minimum of 6 monthly intervals. If a volunteer has not participated for more than a month training is to be refreshed.

	registration		• All new or temporary staff and volunteers must have a school induction including on current Covid-19 procedures, safeguarding and general health and safety. • In general, all staff involved in testing must remember the best way of protecting themselves is always to practice good infection prevention and control, keep physical distance, wash hands, and wear appropriate PPE. Staff directly involved will need visors, disposable gloves, disposable plastic aprons, and surgical fluid resistant face masks. • At all times schools should ensure that the testing programme is managed in line with the system of controls currently in place. • Clear role descriptions in place for all of the Testing Team • System for recording near misses in place • Temperature is taken at registration	Competency assessment undertaken for each volunteer for each role as required.
3	Contact between subject and Test Assistant increasing the transmission of COVID19: **Sample taking**	Transmission of the virus leading to ill health or potential death	• All persons involved have successfully completed training as in 2 above: • In general, all staff involved in testing must remember the best way of protecting themselves is always to practice good infection prevention and control, keep physical distance, wash hands, and wear appropriate PPE. • At all times schools should ensure that the testing programme is managed in line with the system of controls currently in place. • Clear role descriptions in place for all of the Testing Team • Systems for recording near misses in place	**Additional controls** Refresher training to take place at a minimum of 6 monthly intervals. If a volunteer has not participated for more than a month training is to be refreshed. Competency assessment undertaken for each volunteer for each role as required.

			• Staff directly involved will need visors, disposable gloves, disposable plastic aprons, and surgical fluid resistant face masks, used and replaced as per instruction in the 'How to Guide'. • Staff and students to carry out self-swabbing as far as is reasonably practicable. • Supervision & monitoring in place to ensure that all control measures and procedures are being followed. • Workflow managed to reduce time pressure related issues. • Layout of testing space in line with guidance and designed to reduce risk of transmission • Area regularly cleaned and disinfected. Refer to guidance in the latest version of the COVID-19 National Testing Programme: Schools & Colleges Handbook and supporting training materials.	
4	Contact between sample and Test Assistant increasing the transmission of COVID19: **Sample transport**	Transmission of the virus leading to ill health or potential death	• Test Assistant has completed all training • Transfer of sample to Processor follows guidance on hygiene • Good practice consistently in place - keep physical distance, sanitise hands, and wear appropriate PPE	**Additional controls** Refresher training to take place at a minimum of 6 monthly intervals. If a volunteer has not participated for more than a month training is to be refreshed. Competency assessment undertaken for each volunteer for each role as required.
5	Contact between samples and	Transmission of the virus leading to ill health or potential death	• All persons involved have successfully completed the relevant training:	**Additional controls**

	sample testers increasing the transmission of COVID19: **Sample processing & analysis.**		• All new or temporary staff and volunteers must have a school induction including on current Covid-19 procedures, safeguarding and general health and safety. • In general all staff involved in testing must remember the best way of protecting themselves is always to practice good infection prevention and control, keep physical distance, wash hands, and wear appropriate PPE. • At all times schools should ensure that the testing programme is managed in line with the system of controls currently in place. • Clear role descriptions in place for all of the Testing Team • Systems for recording near misses in place • Staff directly involved will need visors, disposable gloves, disposable plastic aprons, and surgical fluid resistant face masks. • Refer to guidance in the latest version of the COVID-19 National Testing Programme: Schools & Colleges Handbook and supporting training materials.	Refresher training to take place at a minimum of 6 monthly intervals. If a volunteer has not participated for more than a month training is to be refreshed. Competency assessment undertaken for each volunteer for each role as required.
6	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	• All waste disposal will follow latest guidance	**Additional controls**
7	Incorrect result communication	Wrong samples or miscoding of results	• 3 identical barcodes are provided to subject at check in • Staff register their details to a unique ID barcode before conducting the test. This registration is done on behalf of students after conducting the test	**Additional controls**

			• Barcodes are checked for congruence and are attached by trained staff at the registration desk and then processing bay • Barcodes are recorded against named individual at the registration desk. • Barcodes are checked for congruence once the result is known • Students results are written on their registration form • For staff the 2nd barcode is attached to a results card which their result is written on. • Any positive or void result is flagged & double checked by Team Leader and confirmed to the results recorder. • Processes in place to communicate and manage close contacts of positive cases • The ambient temperature should be 15-30 ^{0}C for the lateral flow devices to operate and 2-30 ^{0}C for storing them.	
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & no result communicated to individual	• Rule based recall of subjects who have not received a result within 24 hrs of registration • Subjects are called for a retest	**Additional controls**
9	Extraction solution which comes with the lab test kit contains the following components: NA2HPO4	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	• PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Face 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	**Additional controls**

	(disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	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.	• 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 any safety procedures advised	
10	Occupational illness or injury	Lack of capacity to complete testing	• Ensure Testing Team understand one another's roles so there is not over-reliance on individuals • As much as possible build capacity in the team by training more people than needed	**Additional controls**
11	Manual handling	Increased chance of contamination	• All staff involved trained on correct protocol	**Additional controls**
12	Unauthorised access by members of the public	Increased chance of contamination / disturbance to organisational process	• Clear signage with no entry signs and explanation of use of area • Clear communications with parents / carers regarding lack of entry to non-authorised personnel	**Additional controls**
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Increased chance of contamination	• Test site flooring must be non-porous • Any temporary flooring must be securely fixed and any trip hazards clearly signposted. • Test site must be well lit and have good airflow • Each swabbing desk must have a processing desk close by no more than 1m away. Recording desk to be located close by. • Test subjects must not enter area processing area. This should be demarcated.	**Additional controls**

14	Stairs to / from sample processing / registration area and welfare space	Increased chance of contamination Trip hazard Possibility of spillage of reagents	• No steps within testing area	**Additional controls**
15	Inclement weather	Risk of crowding / disorganisation Risk of slips due to ice	• Covered waiting areas to be used as much as possible • Guidance to still be followed re social distancing, cleaning, hygiene • Participants told to wear suitable clothing – uniform policy to be adjusted as required • Surfaces	**Additional controls**
16	Electrical safety / plant & equipment maintenance Defective electrical equipment	Injury and damage	• All equipment, eg portable heaters, to be PAT tested in accordance with the schools Health & Safety Policy and follow school's existing risk assessments / processes for electrical safety and maintenance • Extension leads must be taped securely to floor to prevent trip hazard	**Additional controls**
17	Use of shared equipment	Increased chance of contamination	• Equipment should not be shared if possible and if it is must be wiped down in line with the existing Coronavirus risk assessment / procedures , particularly keyboards/mice of registration PCs	**Additional controls** Silicon covers to be ordered for laptops
18	Communication	Mis-information	• Pre-information provided to groups at earliest opportunity on planned arrangements • Raise awareness of testing activities and provide reassurance to all groups • Provide remote Q&A sessions / FAQs on websites as required • Standard materials provided by the DfE and DHSC used.	**Additional controls**

			• No photography or video allowed in testing area. • Apart from promoting the testing to potential test subjects the school will not take part in any publicity unless agreed in writing by the DHSC.	
19	Test given to participant without appropriate consent	Legal implications	• Participation is voluntary for the programme and active consent is required either by staff, pupils, or parents /legal guardians, as appropriate – for pupils aged under 16. • Consent checked at Registration Desk • Consent needs to be for the weekly testing and for the serial testing component of the programme. • Careful recording mechanisms in place • As part of the serial testing process, participants' consent should include providing their confirmatory test results to the school	**Additional controls**
20	Data not stored in line with GDPR regulations	Breach of GDPR regulations	• Data stored in accordance with privacy notice. • The privacy notice included within communication on the testing programme and **posted on school website** • Data should be deleted by the school after 14 days • Deletion of data checked as part of quality control. Staff results card destroyed alongside • Paper registration forms/cards are stored in a locked cupboard in the LRC once processing is complete.	**Additional controls**
21	Use of non-school employees as volunteers	Safeguarding	• Only school employees assigned roles that involve the processing of data. • Testing supervised by school employee at all times	**Additional controls** • All volunteers to sign safeguarding and confidentiality statement and attending safeguarding training either live or by accessing a recorded session.

22	Evacuation	Transmission of virus due to evacuation of volunteers	• Volunteers to assemble on hard play area outside of sports hall • Team leader to have evacuation box to include Radio, key for front door, register of volunteers, PPE disposal bag and sanitizer • Volunteers to evacuate and then remove PPE and sanitize • There is no need to follow one-way system in the event of evacuation • Team leader to lock door to mass testing centre if able to do so without delaying escape • Team Leader to register volunteers and report to member of SLT • Test being processed when evacuation required will be void and participants invited back	**Additional controls**
23	Failure of IT	Testing of subjects who have not consented Register and results recording errors	• Register of expected participants printed the day before • Registration and recording done manually on paper – two people involved to check accuracy • Two people involved in uploading to check accuracy • Data stored in and destroyed in line with GDPR regulations	

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Completed
1	Content of the risk assessment to be communicated with all staff/volunteers and on school website	CHA/KLU	26.01.21	X
2	Volunteers to be made aware of emergency procedures, accident/near miss reporting	CHA	26.01.21	X

3	Fire Drill to take place	KLU/BGU	12.02.21	X
4				

Additional Notes
Weekly quality check to be completed. Where staffing allows additional roles will include swabbing overseer and processing overseer

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Risk Evaluation

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	KLU, BET, JLU, CHA, JPH
Signature of Lead Assessor	K Lucas Date: 25.08.2021

Reviews – this assessment should be reviewed at intervals no greater than 2 weeks 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
11.01.2021	Further detail added on waste, deletion of data, results recording, safeguarding, training.	KLU						
18.0.2021	Temperature taken at registration	KLU						
20.01.2021	Collection of barcodes and registration of staff Evacuation procedures Failure of IT	KLU/CHA/JPH/JLU						
25.08.2021	Removal of requirement to wear face mask. Removal of need for waste to be disposed off as healthcare waste. Change to fire evacuation area	KLU						

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Health and Safety Risk Assessment Sign off Sheet	Assessment Number	

Declaration by employees involved in the activity detailed above – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date