

Kings Norton Girls' School Risk Assessment

Area/Department:	Whole School Site	Risk assessment for:	Lateral Flow Testing for Coronavirus (asymptomatic)
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Significant hazards (i.e. how people might foreseeably be harmed)	People at risk (i.e. students, staff or others)	List control measures (i.e. what steps are commonly taken to reduce the risk of the hazard)	** H M L	Additional control measures (i.e. add any further control measures)	** H M L	Action completed (Date and signature)
Contact between subjects increasing the risk of transmission of COVID19	Testing staff and test subjects	As per main school risk assessment to include: <ul style="list-style-type: none"> • Not attending site if displaying Covid 19 symptoms • Hand washing to be carried out more than usual as per government guidance • Catch it, kill it, bin it procedures followed • Minimise contact/mixing with others • Use of face coverings in communal areas where social distancing cannot be maintained 	M	<p>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.</p> <p>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 test 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.</p> <p>Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. No physical handing of documents to subjects except barcodes and PCR test kits.</p> <p>Social distancing: Two metre social distancing to be maintained between staff subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. Students will be tested within bubbles. A one-way flow (clockwise) of subjects through the building is to be initiated and maintained at</p>	L	

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				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		
Incorrect result communication	Staff and students test subjects	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 and applied to Lateral Flow Device at this station	M	School staff trained on process for identifying, attaching and uploading results to NHS Test & Trace website using NHS Test & Trace training resources Random checks completed on testing process for quality control purposes	L	
Damaged barcode, lost LFD, failed scan of barcode resulting in orphaned record on registration portal & no result communicated to individual		Rule based recall of subjects who have not received a result within same school day Subjects are called for a retest	M		M	
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate),		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,	M	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	L	

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NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)		and medical conditions aggravated by exposure.		<p>Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</p> <p>Do not use if the solution has expired and ensure that testing equipment is stored at between 2 and 30 degrees Celsius.</p> <p>Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice.</p> <p>Adhere to guidelines in these training procedures to prevent improper handling.</p> <p>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</p>		
Manual handling	Test staff	Deliveries to be taken to test are by Site Team once received	M	Staff to be trained on manual handling	L	
Unauthorised access by members of the school	Staff and students	No access to test area when testing is not being completed	M	Doors to be locked when testing is not taking place	L	
Breach of GDPR	Test Subjects	<p>Consent to be gained from test subjects (or their parents in the relevant cases) via Microsoft Forms and to be logged onto SIMS for reporting purposes prior to testing be completed</p> <p>Privacy Notices as per government templates provided to test subjects and</p>	M	<p>All test results handed to DPO at the end of each session to be held securely in line with retention and disposal periods</p> <p>Confidential waste collected as per school procedures including shredding and secure disposal</p> <p>School employees only to handle staff and student</p>	L	

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		available via KNGS website		data		
Lack of staffing	Test staff and subjects	Contact supply agencies/volunteers for replacement personnel	M	Suspend testing if insufficient employees are available to supervise agency staff/volunteers		
Incorrect use of PPE	Test staff	Training completed by all testing staff Signage in test area Disposed of with clinical waste	M	Reference file available in test centre for staff as aide memoire as required Random checks to be completed to ensure appropriate donning and doffing of PPE	L	
Incorrect disposal of clinical waste	All site users	Separation of clinical waste from administrative waste using yellow bin liners Holding area for clinical waste whilst awaiting collection Clinical waste removed from site by specialist company	M		M	
Spillage of clinical waste in centre	All test area users	Test area to be cleared immediately Test staff to remove spillage in line with training received Cleaning waste to be placed in clinical waste bag and removed from test area to holding area	M		M	
Illness of test subject in test centre	All test area users	Test area to be cleared immediately Test staff to clean area as required in line with training received with cleaning waste to be placed in clinical waste bag and removed from test area to holding	M		M	

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		area Test subject to be held in medical room and treated by First Aider in line with school procedures				

Date of original assessment: 7th January 2021	Date of this assessment: 7th January 2021	Review date: 12th February 2021	Reference No:	Name of assessor: Saqib Ali (H&S Officer) and Clare Skinner (Business Manager)
Overall risk rating (H M L): Medium		Managers signature:		

This document was produced with reference to the following guidance:

**** Risk rating**

Severity	Likelihood	Risk rating (SxL)
1 = no injury or illness	1 = very remote	High 14+
2 = first aid injury/illness	2 = improbable	Medium 5 – 13
3= minor injury/illness – up to 3 days away	3 = possible	Low 1- 4
4= 3(+) days injury/illness	4 = probable	
5 = major injury / illness	5 = likely	
6 = fatal or disabling injury/illness	6 = certainty	

IMPORTANT.

The Risk Assessment should **only** be approved once all significant hazards have been identified, the control measures that will be implemented are agreed, AND the overall risk ratings are considered acceptable.

In most circumstances, if the Overall Residual Risk is considered “Med” or “High”, the activity/event should be cancelled, or further control measures put in place to reduce the risk to “Low”.