

## Risk Assessment: Bucklers Mead Academy

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 schools where the testing takes place.

Assessment date	05/01/2021 Update 18/1/2021
Lead Assessor name	Mark Lawrence
General description	Lateral Flow Covid-19 testing of Students and staff
Who might be affected	Employees, pupils, volunteers, visitors, service providers
Date of next review	Review at the end of each day for first week of operation, then weekly or as required by new guidance or circumstances.
Headteacher's signature	Mark Lawrence
Key Roles	Team Leaders Jane Bell, Sue Parry. (Registered and trained) Mark Lawrence.  Annabel Mitchell.  Site Lead: Mark Povey  Clean Lead Mandy Povey.

Please see Lateral Flow Testing at Bucklers Mead Academy information document

	Hazards	Associated risks	Current Control/Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	
1	Contact between subjects to be tested increasing the risk of transmission of COVID19	<p>Transmission of the virus leading to ill health or potential death</p> <p>(Risk decreased during National Lockdown due to fewer students and staff requiring testing)</p>	<p><b>Asymptomatic:</b> All pupils and staff are to be advised i.e. not to attend school 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><b>Face masks:</b> Prominent signage reminding staff/pupils of the above to be displayed at the entrance to the building.</p> <p>Face coverings/masks to be worn by staff/pupils at all times during testing procedure except for brief lowering at time of swabbing.</p> <p>Compliance with wearing of face covering/mask to be visually checked on arrival by testing staff and other staff supporting the process.</p> <p><b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival and adherence to this enforced by test staff.</p>	1	4	4	See actions 1-10

			<p><b>Social distancing:</b> 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 test staff.</p> <p><b>One-way system:</b> 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 test centre staff.</p> <p><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p><b>Limited non-essential items:</b> Chairs not to be provided unless requested; no physical handing of documents to subjects except barcodes.</p>				
2	Contact between subjects to be tested <u>and staff</u> increasing the risk of transmission of COVID19: Registration process	Transmission of the virus leading to ill health or potential death  Risk decreased during National Lockdown due to fewer students and staff requiring testing)	<p>Test Centre staff will wear full PPE</p> <p>Test Centre staff trained and are aware of the risks.</p> <p>Increasing experience of testing starting with small cohort of staff and growing due to national lockdown ensures the risk is reduced yet further.</p>	1	4	4	See actions 1-10
3	Contact between subject and test assistant increasing the	Transmission of the virus leading to ill health or potential	<p>Test Centre staff will wear PPE</p> <p>As above.</p>	1	4	4	See actions 1-10

	transmission of COVID19: Sample taking	death					
4	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	Staff undertaking this role will wear full PPE as per the guidelines: mask, eye protection, apron and gloves  Staff fully trained.	1	4	4	See actions 1-10
5	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 deposited immediately in the bins provided. These will be "hands-free" operation bins. Staff will be wearing PPE. Wasted stored securely and collected each Friday	1	4	4	See actions 1-10
6	Incorrect result communication	Wrong samples or miscoding of results	Subject details are registered 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.  Staff fully trained in registration	1	4	4	
7	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result	Recall for retest of subjects who have not received a result within 24 hrs of registration	1	4	4	

		communicated to individual	Subjects are called for a retest within 24 hours.				
9	Occupational illness or injury	Staff developing symptoms of Covid	Staff training and information provided and reminders regularly given Staff to remove themselves from the Academy immediately, isolate and arrange full PCR test.	1	4	4	
10	Manual handling	Injury caused by incorrect manual handling techniques	Materials will be sub-divided into small packages. Trained site staff only to be asked to move heavier items using appropriate moving equipment where necessary	1	3	3	
11	Unauthorised access by members of the public *	Possible safeguarding issue or danger of Covid transmission	Reception is manned at all times and will not give access to test area to without express permission of Covid-Co-ordinator.	1	4	4	
12	Uneven surfaces (floor protection in the Testing and Welfare areas)	Trip Hazards	The testing centre will be located in the sub hall and has been checked for potential trip hazards. There are three routes into this room, it is a large space. The three routes in insure a one way system can be put in place.	1	3	3	
13	Electrical safety / plant & equipment maintenance Defective electrical equipment	Failure of equipment or electric shock from faulty equipment	All equipment is either within 12 month purchase date or has in date PAT test certificate The Academy will check to ensure all equipment is safe.	1	4	4	
14	Use of shared equipment	Cross contamination of equipment leads to possible Covid virus	There will be no sharing of equipment.  Chairs and tables will be disinfected between	1	4	4	

		transfer	users.				
15	Use of the LED Leisure Centre outside of Academy hours risks spread of infection.	Transmission of the virus leading to ill health or potential death	<p>All testing to place during Academy hours.</p> <p>Sub Hall and reception removed from use by LED during testing. (This will need review when LED reopens.)</p> <p>Thorough cleaning of leisure centre area by Bucklers Mead Academy site staff.</p>				

<b>Control Improvements</b>				
<b>Action No</b>		<b>Responsibility</b>	<b>Target date</b>	<b>Completed</b>
1	Content of the risk assessment to be communicated with all staff and available on the Academy Website.	Covid Co-ordinator	7 January 2021	
2	Safety briefing to be delivered to all test staff on a regular basis and information posters about process to be readily available as reminders	Covid Co-ordinator	7 January 2021 and ongoing	
3	All test centre staff to have access to the training portal, must have watched videos and reviewed the training materials and completed the relevant assessments. Certificates to be held by the Covid Co-ordinator. An onsite run through to be carried out on the first day of testing	Covid Co-ordinator	7 January 2021	
4	Ensure there is sufficient PPE and other materials to meet the testing	Covid Co-	To be regularly	

	regime	ordinator	reviewed	
5	Review workflow and testing area to ensure sufficient distancing	Covid-Co-ordinator	End of first testing session	
6	Test site flooring must be non-porous	Covid Co-ordinator	7 January 2021	
7	Test site must be well lit and have good airflow	Covid-Co-ordinator	7 January 2021	
8	One-way direction of travel for test subjects. (If not possible, enough room should be provided for test subject to exit room whilst maintaining social distance.)	Covid Co-ordinator	7 January 2021	
9	Each swabbing area must be 2m apart with processing desk close (no more than 1m)	Covid-Co-ordinator	7 January 2021	
10	Test subjects must not enter processing area.			

### 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

