



Risk Assessment Form

Setting: Didcot Girls' School, St Birinus School

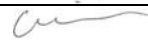
Location/Dept: Whole Site

Task/ Activity: Asymptomatic Covid Testing

Assessed by: Catherine Steele

Date Assessed: 15TH January 2021

Review Date: 26th March 2021

Assessed by signature: 

This Risk Assessment is an addendum to the School Covid-19 Risk Assessment and ensures the health, safety and infection control risks for mass lateral flow testing (LFD) within DGS and SBS



Ridgeway Education Trust Excellence through Partnership						
What are the Hazards/Risks	Persons at risk	Controls already in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority (highlight)	Additional controls required
<p>Contact between subjects increasing the risk of transmission of COVID19</p> <p>Transmission of the virus leading to ill health or potential death</p>	<p>Staff</p> <p>Students</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 • Hand hygiene: All subjects to use hand sanitiser provided on arrival • Social distancing: Two metre social distancing to be maintained between subjects • A one-way flow of subjects through the building is to be initiated and maintained at all times. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with guidance. • Cleaning of all equipment between subjects at the swabbing desks and processing of samples at Processing desks • Cleandown between sessions as specified in <i>Cleaning Requirements Covid January 2021.doc</i> 	4	1	4	



<p>Contact between subjects and staff increasing the risk of transmission of COVID19</p> <p>Transmission of the virus leading to ill health or potential death</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> • Subjects: Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing • Testing Centre Staff: PPE to be worn as per PPE Requirements Covid Testing Sites RET.doc • Social distancing: Two metre social distancing to be maintained between subjects • A one-way flow of subjects through the building is to be initiated and maintained at all times. 	<p>4</p>	<p>1</p>	<p>4</p>	
<p>Contact between samples and Staff increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u></p> <p>Transmission of the virus leading to ill health or potential death</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Processing and Cleaning Staff: PPE to be worn as specified per PPE Requirements Covid Testing Sites RET.doc • Cleaning staff to be available via walkie talkie during testing time to deal with any waste or bodily fluid issues. • Waste Disposal: All waste disposed of within Testing Centre in identified bins as specified in Waste Disposal Covid Testing Sites RET.doc 	<p>5</p>	<p>1</p>	<p>5</p>	
<p>Incorrect test procedure</p> <p>Incorrect result or void result</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> • Students: to be given support within class, how to administer test documentation to be shared • Any students requiring additional support to actually administer the test an individual RA will be carried out. • In testing site, posters detailing how to administer your test displayed on walls and at desk where you take the test • Testing Assistants available to provide any support at distance, to those that need help 				



<p>Ridgeway Education Trust Incorrect result communication</p> <p>Wrong samples or miscoding of results</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> • 3 identical barcodes are provided to subject <ul style="list-style-type: none"> ○ 1 attached to registration card • Registration desk check that all 3 barcodes a subject has are identical <ul style="list-style-type: none"> ○ For students, the barcode will be crossed checked against a central register • The subject registers their details to the unique ID barcode • Barcodes are attached by trained staff to the LFD cartridge 	<p>4</p>	<p>1</p>	<p>4</p>	
<p>Damaged barcode, lost LFD, failed scan of barcode</p> <p>Orphaned record on registration portal & No result communicated to individual</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within 2 hrs of registration • Subjects are called for a retest 	<p>2</p>	<p>1</p>	<p>2</p>	
<p>Extraction solution which comes with the lab test kit contains the following components: NA₂HPO₄ (disodium hydrogen phosphate), NaH₂PO₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)</p> <p>These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under</p>	<p>Staff Students</p>	<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. 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 • 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 	<p>2</p>	<p>1</p>	<p>2</p>	



<p>Kidsway Education Trust conditions of use as Excellence through Partnership 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.</p>						
<p>Manual handling</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Tables and chairs to be set up by site team • All staff trained in manual handling techniques 	<p>2</p>	<p>1</p>	<p>2</p>	
<p>Safety of the test site location'</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> • Access to the test site location for all testing site staff will be via the adjacent changing rooms, where they will change into PPE • All subjects to be tested will enter as directed by the Teacher in charge. • Slips Trips and Falls – all staff have received training as part of mandatory H&S training • No trailing leads to be used, all laptops to work off batteries • High level windows or doors to be open to allow ventilation, but ensuring the temperature remains over 3degrees. • Once way system identified and marked in test sites. • Lights to be turned on as required ensuring enough lighting for subjects to perform tests adequately • Test sites set up with at least 2m spacing between subjects and staff working, no more than 9 testing stations at DGS and 6 at SBS to be allowed. 				



<p>Ridgeway Education Trust <small>Partnership</small> Unauthorised access by members of the public</p>	Public	<ul style="list-style-type: none"> • Access is controlled to school sites • All equipment to be used in this programme will be stored in a locked room and only unlocked on commencement of the testing. 	1	1	1	
<p>Electrical safety / plant & equipment maintenance</p> <p>Defective electrical equipment</p>	Staff Students	<ul style="list-style-type: none"> • All mains supplied equipment, e.g. laptops will be PAT tested. 	1	1	1	
Staffing Capacity and Wellbeing	Staff	<ul style="list-style-type: none"> • Staff are being asked to volunteer for the roles within this testing programme. • Additional staff will be recruited to perform tasks if required. • Quality Lead/Team Leader will be fulfilled by Deputy Head at both schools • Wellbeing support available for staff via the RET counsellors or via People Asset Management (PAM) 24/7 365 days a year counselling service • Mandatory staff training on new processes, behaviour expectations, risk assessments to occur prior to commencement of any testing. Log kept to ensure compliance. 	4	2	8	

Risk Assessment Information Sharing	
RA requires distribution to whole setting? Yes	Updates to this RA will be distributed to staff via email.
	If no, details of members of staff who RA is pertinent to:
Name	Signature to confirm have read and understood

Note – Save all signed RAs on shared drive

Risk/Priority Indicator Key							
Severity (Consequence)	RISK / PRIORITY INDICATOR MATRIX						
1. Negligible (delay only)	LIKELIHOOD	5	5	10	15	20	25
2. Slight (minor injury / damage / interruption)		4	4	8	12	16	20
3. Moderate (lost time injury, illness, damage, lost business)		3	3	6	9	12	15
4. High (major injury / damage, lost time business interruption, disablement)		2	2	4	6	8	10
5. Very High (fatality / business closure)		1	1	2	3	4	5
		1	2	3	4	5	
		SEVERITY (CONSEQUENCE)					

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so