

## Coronavirus Risk Assessment for COVID Testing in Tower College



**This risk assessment is for COVID-19 testing in Tower College. It has been reviewed by senior management and made specific to the school environment. The assessment is supplemental to the main organisation risk assessment for COVID control.**

**This risk assessment will be reviewed and updated if activities change.  
This template refers to NHS Test and Trace guidance on testing in schools and colleges as described [here](#).**

<b>School and Location of Testing Area:</b> Tower College Boardroom			<b>Date Assessed:</b> 11/01/2021			<b>Assessed by:</b> A Bingley / M Taylor / J Barr				
<b>Task/Activity:</b> Lateral Flow Device (LFD) testing spaced three to five days apart for Year 7 – Year 11 school staff and pupils.						<b>Reference Number:</b> 01				
			Risk rating pre control measures						Risk rating post control measures	
Task	Hazard Risk	Persons at Risk	Likelihood	Severity	Risk/Priority	Controls Measures in Place	Likelihood	Severity	Risk/Priority	Additional Controls Measures Required
<b>Contact between queuing subjects increasing the risk of transmission of COVID-19</b>	Transmission of the virus between persons waiting for test	Pupils/ students  Queue management and testing staff  Others in area of queue	4	5	20	<p><b>Asymptomatic:</b> All subjects are to be advised in advance not to attend if they have any symptoms of COVID-19, live with someone who is showing symptoms of COVID-19 (including a fever and/or new persistent cough), have returned within 10 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 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.</p> <p>Requirement to wear a face covering/mask to be reminded to all subjects in advance at time of test booking.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception.</p>	1	4	4	<p>Queue management system will be put in place to maintain social distancing of year group and faculty bubbles during the testing process.</p> <p>Training for all staff involved in process to understand roles and responsibilities and risks in test area, including use of PPE modules. All students to be given clear instructions on how the process will work.</p> <p>Regular communication with all staff involved in testing.</p>

					<p>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</p> <p><b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival and adherence to this enforced by reception staff.</p> <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 reception, queue management and sampling staff.</p> <p>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.</p> <p><b>Cleaning:</b> Testing carried out in area with non-porous floor. Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects.</p>				
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<p><b>Contact between subjects and staff increasing the risk of transmission of COVID-19: Welcome and registration</b></p>	<p>Transmission of virus between persons</p>	<p>Pupils/ students  Queue management and testing staff  Others in area</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p><b>Asymptomatic:</b> All subjects are to be advised in advance not to attend if they have any symptoms of COVID-19, live with someone who is showing symptoms of COVID-19 (including a fever and/or new persistent cough), have returned within 10 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 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.</p> <p>Requirement to wear a face covering/mask to be reminded to all subjects in advance at time of test booking.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</p> <p><b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival and adherence to this enforced by reception staff.</p> <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 reception, queue management and sampling staff.</p> <p>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.</p> <p><b>Cleaning:</b> Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Training modules to be completed so that all staff are clear on their role and process and certificates held.</p> <p>Regular changing of PPE as per the training module guidance.</p> <p>Regular cleaning of the test centre desk, cubicles and processing areas as per training guidance and checklist.</p> <p>Daily reminder from team lead of PPE and hygiene requirements for infection control.</p> <p>COVID Register maintained for in-school procedures.</p>
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<p><b>Contact between subject and processor increasing the transmission of COVID-19: Sample taking</b></p>	<p>Transmission of the virus between persons</p>	<p>Pupils/ students  Testing staff</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p><b>Face masks:</b> 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.</p> <p><b>Procedure:</b> Subject carries out swabbing themselves whilst supervised by processor. Guidance on carrying this out is available on <a href="#">GOV.UK</a>.</p> <p>'How to do your test' posters displayed.</p> <p>Consent forms stored and held by: xxx.</p> <p><b>PPE:</b> Processor wears the following PPE:</p> <ul style="list-style-type: none"> <li>• Fluid-resistant (type 11R) surgical mask;</li> <li>• Disposable gloves (changed after each sample);</li> <li>• Disposable plastic apron; and</li> <li>• Eye protection (goggles or visor as per individual preference).</li> </ul> <p>Testing assistant wears:</p> <ul style="list-style-type: none"> <li>• Fluid-resistant (type 11R) surgical mask; and</li> <li>• Disposable gloves.</li> </ul> <p>Follow Appendix E of the SOP for donning and doffing.</p> <p><b>Training:</b> All staff involved with testing are trained in line with guidance found <a href="#">here</a>.</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>Layout:</b> The testing area is laid out as shown in the guidance document found <a href="#">here</a>.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Training modules to be completed so that all staff are clear on their role and process and certificates held.</p> <p>Regular changing of PPE as per the training module guidance.</p> <p>Regular cleaning of the test centre desk, cubicles and processing areas as per training guidance and checklist.</p> <p>Daily reminder from team lead of PPE and hygiene requirements for infection control.</p> <p>COVID Register maintained for in-school procedures.</p> <p>Pupils/students with positive tests will leave school/college/university to take a PCR test and follow self-isolation guidance.</p>
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<p><b>Contact between samples and sample testers increasing the transmission of COVID-19: Sample processing and analysis</b></p>	<p>Transmission of the virus between persons</p>	<p>Testing staff</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p><b>PPE:</b> Processor wears the following PPE:</p> <ul style="list-style-type: none"> <li>• Fluid-resistant (type 11R) surgical mask;</li> <li>• Disposable gloves (changed after each sample);</li> <li>• Disposable plastic apron; and</li> <li>• Eye protection (goggles or visor as per individual preference).</li> </ul> <p>Testing assistant wears:</p> <ul style="list-style-type: none"> <li>• Fluid-resistant (type 11R) surgical mask; and</li> <li>• Disposable gloves.</li> </ul> <p>Follow Appendix E of the SOP for donning and doffing.</p> <p><b>Training:</b> All staff involved with testing are trained in line with guidance found <a href="#">here</a>.</p> <p><b>Cleaning:</b> Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance and SOP.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Training modules to be completed so that all staff are clear on their role and process and certificates held.</p> <p>Regular changing of PPE as per the training module guidance.</p> <p>Regular cleaning of the test centre desk, cubicles and processing areas as per training guidance and checklist.</p> <p>Daily reminder from team lead of PPE and hygiene requirements for infection control.</p> <p>COVID Register maintained for in-school procedures.</p>
<p><b>Contact between samples and sample testers increasing the transmission of COVID-19: Sample disposal and waste disposal</b></p>	<p>Transmission of the virus between persons as a result of handling contaminated waste</p>	<p>Testing staff Cleaning staff</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p><b>PPE:</b> Processor wears the following PPE:</p> <ul style="list-style-type: none"> <li>• Fluid-resistant (type 11R) surgical mask;</li> <li>• Disposable gloves (changed after each sample);</li> <li>• Disposable plastic apron; and</li> <li>• Eye protection (goggles or visor as per individual preference).</li> </ul> <p>Testing assistant wears:</p> <ul style="list-style-type: none"> <li>• Fluid-resistant (type 11R) surgical mask; and</li> <li>• Disposable gloves.</li> </ul> <p>Follow Appendix E of the SOP for donning and doffing.</p> <p><b>Training:</b> All staff involved with testing are trained in line with guidance found <a href="#">here</a>.</p> <p><b>Cleaning:</b> Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Follow Appendix A and B of the SOP.</p> <p>Waste classified as clinical should be disposed of in line with clinical waste requirements by a licenced waste carrier.</p> <p>Site Team to follow waste collection protocols and assign secure waste holding areas for waste collection. Sufficient waste disposal areas in test centre correctly labelled.</p>

<b>Incorrect result communication</b>	Transmission of the virus between persons	Pupils/ students  Others in close contact	4	5	20	Two 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.	1	5	5	Registration desk manned by school staff and names and details checked from school data to NHS.  Support provided to students during registration process to ensure accurate.
<b>Damaged barcode, lost LFD, failed scan of barcode</b>	Orphaned record on registration portal and no result communicated to individual	Tested person	2	5	10	Rule-based recall of subjects who have not received a result within eight hours of registration.  Subjects are called for a retest.	1	5	5	Checking that all results have been uploaded and school register and Trace and Trace have no gaps in data.
<b>Extraction solution contains: Na<sub>2</sub>HPO<sub>4</sub> (disodium hydrogen phosphate), NaH<sub>2</sub>PO<sub>4</sub> (sodium phosphate monobasic), NaCl (sodium chloride)</b>	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.	Processors	3	1	3	<p><b>PPE:</b> Processor wears the following PPE:</p> <ul style="list-style-type: none"> <li>• Fluid-resistant (type 11R) surgical mask;</li> <li>• Disposable gloves (changed after each sample);</li> <li>• Disposable plastic apron; and</li> <li>• Eye protection (goggles or visor as per individual preference).</li> </ul> <p>Follow Appendix E of the SOP for donning and doffing.</p> <p><b>Environmental:</b> Do not let product enter drains.</p> <p><b>Spillages:</b> 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><b>Do not use if the solution has expired.</b></p> <p>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.</p> <p>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</p>	2	1	2	Ensure staff are confident following the training in the processing of the tests and that they have sufficient time to undertake this part of the role efficiently.

<b>Unauthorised access by members of the public</b>	Potential for verbal abuse or physical violence  Transmission of the virus	Testing staff	3	5	15	Parents and carers do not attend testing session unless by specific arrangement.  Standard school admission policies are enforced.  See risk assessment for violence and aggression.	1	5	5	Behaviour for Learning Policy operates within the Test Centre; students are supervised on entry and departure by staff.
<b>Use of shared equipment</b>	Transmission of the virus	Testing staff  Pupils/ students	4	5	20	Staff undertaking testing do not share equipment.  Hand hygiene and protective gloves worn.	1	5	5	Processing areas will be isolated by processor so no cross contamination.
<b>Occupational illness or injury</b>	Staff exhibiting / feeling effects that may indicate COVID 19 is present.	Testing staff	3	4	12	Staff training and information provided.  Staff to isolate and remove themselves from the test centre immediately and request a test.	1	4	4	
<b>Manual handling</b>	Injury by poor manual handling Lifting beyond capability.	Testing staff	3	4	12	All materials are divided into small light weight packages. Manual handling training undertaken previously Information provided.	1	3	3	
<b>Uneven surfaces (floor protection in the Testing and Welfare areas)</b>	Trip hazards	Testing staff  Pupils/ students	3	4	12	The testing centre is in a dedicated boardroom which has been checked for uneven surfaces and other trip hazards.	1	4	4	
<b>Electrical safety / plant &amp; equipment maintenance</b>  <b>Defective electrical equipment</b>	Failure of equipment due to poor maintenance  Electric shock from faulty equipment	Testing staff  Pupils/ students	3	4	12	All equipment in the boardroom is either within twelve months of purchase or has an in-date PAT certificate/test label.	1	4	4	
<b>Test subjects unfamiliar with surroundings</b>	Test subjects crossing into sterile areas.	Testing staff  Pupils/ students	3	4	12	Individual guidance provided from test station staff. Floor signage to provide direction.	1	3	3	








<b>Fire alarm activation</b>	Persons unfamiliar with "Actions in the event of fire"	Testing staff Pupils/ students	2	3	6	Pre-work briefing on "Actions in event of fire" provided.	1	3	3	
<b>Lack of welfare facilities</b>	Nowhere for staff to consume food/drink.	Testing staff	2	2	4	Welfare space provided for staff, separate from testing areas. Staff only Toilet and hand washing facilities provided.	1	2	2	

**THIS IS NOT AN EXHAUSTIVE LIST. PLEASE IDENTIFY LOCAL RISKS AS APPROPRIATE.**


<b>Control Improvements</b>				
<b>Action No</b>	<b>Recommended additional control measures</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Date Completed</b>
1	Content of the risk assessment to be communicated with all workers as part of induction	Site Manager		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Site Manager		



**Personal Protective Equipment to be used**

																			
Air Fed Helmet	Face Visor x	Goggles x	Safety Glasses x	Ear Defender	Safety Boots	Safety Shoes	Head Protection	Hair Net/Chef Hat	Overall	Hi-Viz	Apron/Tabard x	White /Chef Coat/	Half Respirator	Respirator	Dust Mask	Face Mask x	Harness/Lanyards	Rubber Gloves	Hand Protection x

		Consequence of event occurring (Severity)					<b>Likelihood</b>	<b>Severity</b>	<b>Risk control strategies</b>
		Negligible	Minor	Moderate	Major	Critical			
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25	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	Negligible Minor Moderate Major Critical	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
	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			

<b>Declaration</b> - 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	Andrea Bingley (Principal), M. Taylor & J Barr
Signature of Lead Assessor	Date 11/01/2021

## Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date