



## RISK ASSESSMENT (Coronavirus Outbreak)

**Risk Assessment of:** Lateral Flow Testing of Boswells Students, staff and contractors entering the site

**Date:** January 2021

**Assessor(s):** Deputy Headteacher (Behaviour, Safety and Wellbeing) and Headteacher

Task/ Activity/ Situation	What are the hazards?	Who might be harmed and how?	What control measures are in place to prevent or manage the risk?	Level of Risk	Further action needed/ Comments
Personnel and management	Incorrect procedures leading to inaccurate results leading to the spread of infection	Staff and Students	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• 3 nominated Leaders – SMA, CNE, SJS</li> <li>• Wide range of staff including the Extended Leadership Team completed all of the online training modules</li> <li>• Certification centrally stored as evidence of training</li> <li>• Increased training to ensure provision continues if there is staff absence</li> </ul> <p><b>Organisation</b></p> <ul style="list-style-type: none"> <li>• Pre published time slots for staff to attend</li> <li>• Pre published rota with the allocation of roles to minimise staff required on site</li> </ul>	<b>Medium</b>	
Hand washing	Risk of the transference of infection from touching equipment / body	Staff and students	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Apply enough soap to cover your hands</li> <li>• Rub your palms together</li> <li>• Use one hand to rub the back of the other hand and clean in between the fingers. Do the same with the other hand.</li> <li>• Rub your palms together and clean in between your fingers.</li> <li>• Rub the back of your fingers against your palms, then repeat with the other hand.</li> <li>• Rub your thumb using the other hand. Do the same with the other thumb.</li> </ul>	<b>Medium</b>	

			<ul style="list-style-type: none"> <li>• Rub the tips of your fingers on the opposite palm in a circular motion and repeat with the other hand.</li> <li>• Rinse your hands with water.</li> <li>• Dry your hands completely with a disposable paper towel.</li> <li>• Use the disposable paper towel to turn off the tap.</li> </ul>		
Cleaning spillages	Risk of the transference of infection from a spillage including bodily fluids	Staff and students	<p><b>Cleaning up spillages</b></p> <ul style="list-style-type: none"> <li>• Ensure full PPE is worn</li> <li>• Place disposable towels over the complete spillage to absorb and contain it</li> <li>• Follow the manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants</li> <li>• Check the label for the recommended time to leave your cleaning solution, if you're not sure you should leave it for 3 minutes</li> <li>• After 3 minutes, remove the paper towels and put them in a plastic bag and place the bag in the healthcare waste</li> <li>• Wash the area thoroughly with more paper towels or a disposable mop and a solution of general purpose detergent and warm water</li> <li>• Dry the area or allow it to air dry</li> <li>• Place any paper towels or mop head in the healthcare waste</li> <li>• Take off your PPE</li> <li>• Wash your hands using the hand hygiene technique you learnt in the previous section</li> </ul>	<b>Medium</b>	
Putting on and removing PPE	Risk of the transfer of infection and self-contamination	Staff and students	<p><b>PPE: Apron, face mask, eye protection, latex free gloves</b></p> <p><b>Use of:</b></p> <ul style="list-style-type: none"> <li>• Use a fresh set of PPE at the start of each and every session</li> <li>• If you are a Processing Operative, you need to change gloves between handling mini batches of 10 samples</li> </ul>		

- And if you are a Cleaning Operative, you should change your gloves and aprons after cleaning up any spillages
- You should also change your PPE if its protective properties are compromised, if it is contaminated, or if you suspect it is contaminated

**Putting PPE On:**

- Prepare by cleaning hands as outlined above
- Ensure PPE fits correctly
- Remove any jewellery which may damage the PPE including watches, bracelets, necklaces and rings with engravings or gemstones
- Tie back long hair and tuck beards in
- Unfold the disposable apron and place over your head, tie it at the back of the waist
- The disposable mask needs to be worn so that the internal flexible strip is uppermost across the bridge of your nose
- Secure the mask around your ears with the elastic loops so the mask is flat against your cheeks
- Use both hands to mould the nose piece around the bridge of your nose. Press around the nose with your fingers until there is a good fit
- Pull the bottom of the mask down to fully cover your chin, making sure your nose is still covered.
- Do not let the mask dangle around your neck. Never touch the front of the mask. Make adjustments by touching the ear loops only
- Do not use 'spacers' or 'button bands' at the back of the head to secure face masks
- If your role requires you to wear eye protection, put this on before entering the test environment. Eye protection may be disposable goggles or a face visor
- Only ever touch the side arms of goggles or side bands or

straps of face visors

- Ensure eyes are well covered and remember you mustn't touch your eye protection once you've put it on
- Regular glasses are not considered adequate eye protection
- Ensure gloves cover both the hands and wrists

**Removing PPE:**

- You should only remove PPE once you have left the testing area and are at no further risk from anybody being tested.
- Pinch the outside of the cuff of the glove with the opposite gloved hand, and peel off
- Hold the glove you have just removed in the palm of your hand that still has a glove on
- Using your ungloved hand, slide two fingers under the cuff of the remaining glove
- Peel the glove so it covers the removed glove that you're holding in the palm of that hand
- Place gloves in the healthcare waste bin
- Sanitise your hands thoroughly. Apply alcohol-based hand rub into a cupped hand, and rub in ensuring it covers all surfaces of both hands
- To remove the apron, unfasten or break the neck strap and allow the apron to fall down on itself.
- Break ties at the waist and fold and roll into a bundle.
- Do not touch the front of the apron because it could be contaminated
- Place the apron in the healthcare waste bin.
- Sanitise your hands thoroughly as instructed above
- Grasp both arms or side bands or straps of the eye protection and slide them forward away from your face
- Place eye protection in the healthcare waste bin
- Sanitise your hands thoroughly

			<ul style="list-style-type: none"> <li>Remove their mask when outside the testing venue - Use both hands and remove the elastic straps from behind your ears</li> <li>Lean your head slightly forward and pull the mask away from your face, without touching the front of your mask</li> <li>If tie-straps, untie the lower strap first, lean forward over the healthcare waste bin and then untie upper strap, letting mask fall away from your face into the bin</li> <li>Place the mask into the healthcare waste bin</li> <li>Wash hands thoroughly as directed above</li> </ul>		
Contact between subjects increasing the risk of transmission of COVID19 Welcome & registration	Transmission of the virus leading to ill health	Staff and students	<p><b>Asymptomatic:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Prominent signage to remind and communication through the Parents Bulletin to reinforce</li> </ul> <p><b>Face Coverings:</b></p> <ul style="list-style-type: none"> <li>Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> <li>Requirement to wear face covering to be reminded to all subjects in advance at time of test booking.</li> <li>Compliance with wearing of face covering of all subjects to be visually checked on arrival by reception staff.</li> <li>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> </ul>	<b>Medium</b>	

			<ul style="list-style-type: none"> <li>• Face coverings to be made available for those who may have forgotten theirs</li> </ul> <p><b>Hand hygiene:</b></p> <ul style="list-style-type: none"> <li>• All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by staff.</li> </ul> <p><b>Social distancing:</b></p> <ul style="list-style-type: none"> <li>• 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 &amp; sampling staff.</li> <li>• 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.</li> </ul> <p><b>Cleaning:</b></p> <ul style="list-style-type: none"> <li>• Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes</li> </ul>		
Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health		<p><b>Vomiting:</b></p> <ul style="list-style-type: none"> <li>• Ensure there are sick bowls available for anyone that is feeling sick and thinks they might vomit</li> <li>• Inform a member of the site personnel and encourage the subject to lean forwards as they vomit. Ensure tissues are available. Remain polite, calm and supportive. Treat the subject with respect and help them to maintain their dignity during and after the episode.</li> <li>• Follow the procedure for spillages if someone does vomit</li> <li>• Change PPE</li> </ul> <p><b>Piercings:</b></p> <ul style="list-style-type: none"> <li>• A test subject with one piecing should use their other nostril. If they have two they will need to remove one</li> </ul> <p><b>Collecting the sample:</b></p> <ul style="list-style-type: none"> <li>• This is a self-swab that the person being tested must</li> </ul>	<b>Medium</b>	

			<p>complete themselves.</p> <ul style="list-style-type: none"><li>• Hand in their bar code from behind a screen and with a face covering on and collect the swab in a sealed pack</li><li>• Move back to the testing booth. Remove face mask and sanitise hands. Don't offer to hold anything for them to prevent cross-contamination.</li><li>• Gently blow their nose into a tissue, dispose of their own tissue in the healthcare waste bin and sanitise their hands again.</li><li>• Checking that the swab is still within sealed packaging, the person being tested can now open the packet at the handle end, and gently remove the swab by holding the handle – being careful not to touch the fabric tip of the swab to avoid cross contamination and for hygiene reasons.</li><li>• Use the mirror attached to the wall (so it is not touched) to identify their left and right tonsils (or where they would have been if they have been removed, or are too small to see).</li><li>• Remind them to flatten their tongue and use their phone torch if they're struggling to see – do not approach them</li><li>• The person being tested will then place the wet, fabric tip end of the swab into the extraction tube (which contains extraction fluid) in the test tube rack which will be passed through the partition window.</li><li>• The person being tested will then need to clean their hands using the alcohol-based hand rub and put on their face mask.</li><li>• Before they leave the booth, they will need to have cleaned any used surfaces, such as the mirror, with the anti-viral wipes, and dispose of the wipe in the healthcare waste bin.</li><li>• For the next subject, you can keep your eye protection,</li></ul>		
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			<p>face mask and apron on, unless they are damaged or potentially contaminated, in which case you should remove and dispose of them in the healthcare waste.</p> <ul style="list-style-type: none"> <li>• Clean the test area and equipment. Sanitise your hands and put on another fresh pair of gloves after a mini batch of 10 samples</li> </ul>		
<p>Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport</p>	<p>Transmission of the virus leading to ill health</p>		<p><b>Environment:</b></p> <ul style="list-style-type: none"> <li>• Ensure a flat surface and adequate lighting</li> <li>• Store the kits at ambient temperature (2-30 degrees) but your testing room and LFD testing kit need to be at room temperature</li> </ul> <p><b>Test kit:</b></p> <ul style="list-style-type: none"> <li>• Make sure the device is still in date. The date will be displayed on the pouch</li> <li>• Hold the device at the top, or the sides, to avoid touching and contaminating the sample well</li> <li>• Only process one sample at a time and make sure the LFD testing device cartridge is used without a long delay after opening the pouch</li> <li>• Replace the lid on the extraction fluid bottle and wipe the bottle with an anti-viral wipe, so it is decontaminated and ready for the next sample.</li> <li>• Take the extraction tube out of the test tube rack and hold the bottom of the extraction tube with one hand and the top of the swab with the other- Do not touch the fabric end of the swab.</li> <li>• Take the swab out of the tube and immediately dispose of it in the healthcare waste bin.</li> <li>• Only process one sample at a time and make sure the LFD testing device cartridge is used without a long delay after opening the pouch.</li> <li>• If needed the cartridge and the tray can be moved to a defined processing space, however movement should be</li> </ul>	<p><b>Medium</b></p>	

			<p>kept to a minimum and the cartridge should be kept horizontal.</p> <ul style="list-style-type: none"> <li>You must then clean the sample preparation area, including all equipment, thoroughly with disinfectant.</li> <li>You must read the result at 30 minutes.</li> <li>You can record positive results after 20 minutes and before 30 minutes. If a positive result appears after 30 minutes, you should not record it as positive.</li> <li>You must record negative results at 30 minutes and not before.</li> <li>You must then clean the sample reading area, including all equipment, thoroughly with disinfectant.</li> <li>The LDF cartridge can then be moved to the next station for results recording.</li> </ul>		
<p>Contact between samples and sample testers increasing the transmission of COVID19: Sample processing &amp; analysis.</p>	<p>Transmission of the virus leading to ill</p>	<p>Processors and recorders</p>	<ul style="list-style-type: none"> <li>Once you have scanned the barcode and recorded the results dispose of the testing equipment into the healthcare waste then clean down the area using the anti-viral wipes.</li> <li>Be sure to clean the area where the LFD was kept and all the equipment, such as the pen and tray.</li> </ul>	<p><b>Medium</b></p>	
<p>Contact between samples and sample testers increasing the transmission of COVID19:</p>	<p>Transmission of the virus leading to ill health</p>	<p>Processors and recorders</p>	<ul style="list-style-type: none"> <li>Use the coloured bin bags as guided</li> <li>Use bins with lids and foot pedals</li> </ul>	<p><b>Medium</b></p>	

Sample disposal and waste disposal					
Unauthorised access by members of the public	Risk on contamination from and to members of the public	Staff and students	<ul style="list-style-type: none"> <li>• Secure school site – locked main gates and single points of entry on a lock</li> <li>• Reception staff on site to manage walk in visitors</li> <li>• Clear signage for visitors and instructions for social distancing and face coverings</li> <li>• Testing by appointment only</li> <li>• Leadership and Premises team members on site at all times</li> <li>• Established lockdown procedures</li> </ul>	<b>Low</b>	
Inclement weather	Testing delayed due to weather	Staff and students	<ul style="list-style-type: none"> <li>• Access to the main reception and theatre prioritised if snow fell</li> <li>• Emergency contacts accessible for staff if they were required to work at home to contact scheduled appointments</li> </ul>		
Use of shared equipment	Risk of the spread of contamination	Staff and students	<ul style="list-style-type: none"> <li>• Allocated staff to be in charge of the ordering and re-stocking of supplies</li> <li>• Training on the systems for hygiene at all stages in the process</li> <li>• Doors to be open and chairs only used if there is a medical need and sanitised after use</li> <li>• Access to sanitiser and wipes at all areas</li> <li>• Resources with instructions laminated so they can be wiped down</li> <li>• Use of pedal bins</li> </ul>	<b>Medium</b>	
Incorrect result communication	Wrong samples or miscoding of results	Subjects, processors and recorders	<ul style="list-style-type: none"> <li>• 2 identical barcodes are provided to subject at check in</li> <li>• 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</li> </ul>	<b>Low</b>	

			<ul style="list-style-type: none"> <li>• Barcodes are checked for congruence at the analysis station 1 and applied to LFD at station</li> <li>• Quiet working environment supervised by a senior member of staff</li> </ul>		
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	Subjects	<ul style="list-style-type: none"> <li>• Rule based recall of subjects who have not received a result within 1 hour of registration</li> <li>• Subjects are called for a retest</li> </ul>	Low	
Extraction solution which comes with the lab test kit contains the following components: 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)	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, and medical conditions aggravated by exposure.	Processors and Recorders	<p><b>PPE:</b></p> <ul style="list-style-type: none"> <li>• Nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution</li> <li>• 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</li> <li>• Impervious clothing to be worn to protect the body from splashes or spillages</li> </ul> <p><b>Environmental:</b></p> <ul style="list-style-type: none"> <li>• Do not let product enter drains</li> </ul> <p><b>Spillages:</b></p> <ul style="list-style-type: none"> <li>• Wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</li> <li>• Do not use if the solution has expired</li> <li>• 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.</li> <li>• Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion</li> </ul>	Medium	

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