

RISK ASSESSMENT

Workplace	Heathfield CC	Department	Whole School
Risk Assessor	Debbie Stanger		
Room/Area	Whole School		
Activity/Task/Persons at Risk	General and clinical activities on the asymptomatic testing site located in the Main Hall of the College	Date	5 January 2021
Benefit of Activity	Safety of all users		

RPR Key: **Low = Acceptable (No further action required)** **Med = Tolerable (Look to improve)** **High = Unacceptable, (Take immediate action to reduce the RPR before activity can go ahead)**

What are the significant, foreseeable hazards?	Who is at Risk?	Current Control Measures (What is already in place/done)	L	S	RPR	What additional control measures can be put in place to reduce the risk further?	L	S	RPR
1. Contact between subjects increasing the risk of transmission of COVID19	All Users	Asymptomatic: <ul style="list-style-type: none"> All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or living 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. Registration Assistant to check for symptoms when welcoming subjects to the testing station. 	3	3					

	<p>Face masks:</p> <ul style="list-style-type: none"> • Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building and testing station. • 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, see staff and student’s guidance notes which are regularly updated. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by Registration Assistant. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by all duty staff. <p>Hand hygiene:</p> <ul style="list-style-type: none"> • All subjects to use hand sanitiser provided on arrival & adherence to this enforced by Registration Assistant. • Signage in location as reminder. <p>Social distancing:</p> <ul style="list-style-type: none"> • 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 & sampling staff. • 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. • Layout of testing station conforms to 2m social distancing rules. <p>Cleaning:</p> <ul style="list-style-type: none"> • Regular cleaning of the site including wipe down of all 							
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		<p>potential touchpoints in accordance with PHE guidance.</p> <ul style="list-style-type: none"> Limited clutter-chairs only on request; no physical handing of documents to subjects except Registration Card and Swab. Appropriate training undertaken. PPE available. 						
2. Contact between subjects and staff increasing the risk of transmission of COVID19: Welcome & registration	All Users	<ul style="list-style-type: none"> 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 duty staff. 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 duty staff. Correct PPE to be worn as per NHS guidelines and training. Competence checks to be undertaken before roles commenced and monitored over time. 	3	3				
3. Contact between subject and Test Assistant increasing the transmission of COVID19:	All Users	<ul style="list-style-type: none"> 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 duty staff. All tests are self-administered as per the NHS Test and Trace 'How to Guide'. Instruction guide is visible and verbalised by the Test Assistant. Test Assistant will not remove the completed sample until the subject has exited the bay area. Competence checks to be undertaken before roles commenced and monitored over time. 	2	3				
4. Contact between sample and Test Assistant increasing the transmission of COVID19: Sample transport	Test Assistant	<ul style="list-style-type: none"> Correct PPE to be worn as per NHS guidelines and training. Competence checks to be undertaken before roles commenced and monitored over time. The Test Assistant is responsible for transporting the completed test to the Processor. All tests are sited in a vial holder to minimise the risk of spills. All tests will be moved one at a time. 	2	3				

<p>5. Contact between samples and Processors increasing the transmission of COVID19: Sample processing & analysis.</p>	<p>Processor</p>	<ul style="list-style-type: none"> • Training to be undertaken and certificates logged prior to commencing task. • Competence checks to be undertaken before roles commenced and monitored over time. • Correct PPE to be worn as per NHS guidelines and training. • All tests are sited in a vial holder to minimise the risk of spills. All tests will be moved and completed one at a time. • Processing desk to be laid out as per NHS guidance with essential items. 	<p>2</p>	<p>3</p>					
<p>6. Contact between samples and Processor increasing the transmission of COVID19: Sample disposal and waste disposal</p>	<p>Processor Cleaner</p>	<ul style="list-style-type: none"> • Adequate waste provision in place as per NHS test and Trace 'How to Guide'. • Competence checks to be undertaken before roles commenced and monitored over time. • Signage in testing area. 	<p>2</p>	<p>3</p>					
<p>7. Incorrect result communication</p>	<p>All Users</p>	<ul style="list-style-type: none"> • Prior to the start of testing one barcode will be attached to the front of the registration card. The remaining two barcodes will be stapled to the rear of the card. • The subject will take the Registration Card and the sealed Swab to the next available swabbing bay, as per instructions. The Test Assistant will guide the subject through the process. • The subject will leave the completed swab and registration card on the table which will then be moved by the Test Assistant. • The Test Assistant will place the registration card and vial together on the processing desk. The registration card and vial/LFD must remain with the registration card at all times. • Once the testing is complete are 30 minutes the result will be logged on the registration card and the LFD disposed of. • Results will only be communicated back to the subject if there is a positive result. • Results will be logged on the government testing results 	<p>2</p>	<p>2</p>					

		<p>website and on the College testing register. https://www.gov.uk/log-test-site-covid19-results</p> <ul style="list-style-type: none"> This role is undertaken by College staff. 						
8. Damaged barcode, lost LFD, failed scan of barcode	All Users	<ul style="list-style-type: none"> Subjects are called for a retest if there is any doubt. Competence checks to be undertaken before roles commenced and monitored over time. 	2	2				
9. Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	All Users	<p>PPE:</p> <ul style="list-style-type: none"> 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. <p>Environmental:</p> <ul style="list-style-type: none"> Do not let product enter drains. <p>Spillages:</p> <ul style="list-style-type: none"> 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 in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. See NHS training Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	3	3				
10. Occupational illness or injury	All Users	<ul style="list-style-type: none"> COSHH Assessment. Completion of NHS LFD training. Competence checks to be undertaken before roles commenced and monitored over time. Completion of health questionnaire. 	2	2		<ul style="list-style-type: none"> Staff and volunteers to be made aware of reporting procedure 		

11. Manual handling	All Users	Refer to: RAFA0018 - Moving Furniture and Large Loads.doc In addition: <ul style="list-style-type: none"> All heavy lifting of furniture and large loads will be undertaken by the Facilities Team. 	3	2				
12. Unauthorised access by members of the public	All Users	Refer to: RAFA0030 - General - Access and Security.doc	3	2				
13. Uneven surfaces (floor protection in the Testing and Welfare areas)	All Users	Refer to: RAFA0001 - Slips, Trips & Falls.doc In addition: <ul style="list-style-type: none"> Testing area to be inspected prior to opening each day. All issues are to be reported to the Facilities Team for immediate response. 	3	2				
14. Stairs to / from sample processing / registration area and welfare space	All Users	<ul style="list-style-type: none"> All stairs to the Testing Station have handrails. The Testing Station is located in the College Main Hall which is also accessible via a passenger lift. Access to College will be via the main Reception which also has an accessible lift. 	2	2				
15. Inclement weather	All Users	Refer to: RAFA0002 - Access & Egress to College Site During Peak Times inc Adverse Weather.doc	4	2				
16. Electrical safety / plant & equipment maintenance Defective electrical equipment	All Users	<ul style="list-style-type: none"> All electrical equipment is PA tested on an annual basis. All hard wiring is inspected every five years, system in place for remedial works to be completed. Reporting system in place for defective equipment. Regular site inspections undertaken. 	2	2				
17. Use of shared equipment	All Users	<ul style="list-style-type: none"> Clear guidance to all staff on the compliance with site Covid-19 safety requirements. Cleaning equipment accessible. PPE accessible. Additional equipment where possible to reduce the need for sharing. 	3	2				

18. Volunteers who do not hold Enhanced DBS clearance	All Users	<ul style="list-style-type: none"> • All volunteers will be working in a large open/visible/supervised area. • Completion of volunteer application form so details held. This information is stored in the single central record folder as a separate document. • HCC staff always present so visitors will never unaccompanied in the testing station. Restricted access to rest of College site. • Only allowed in reception, main hall and staff facilities. • Separate colour lanyards to wear. • Appropriate clear instructions on site protocols. • Competency checks made prior to commencing. • Regular quality control and competency checks made. • HCC staff made aware that yellow lanyards are not DBS cleared, see staff guidance notes or noticeboard. • Advice sought from ESCC - TBC 	2	4					
19. Volunteers not covered by Public Liability insurance		<ul style="list-style-type: none"> • Advice sought from ESCC Insurance Team (RP) 18/1/21 HCC to ensure that all pre-start checks are made as per ESCC Third Party Insurance Decision Tree, supply adequate training and ongoing support, competency checks, volunteer application form, health declaration, risk assessments, procedures and protocols. This list isn't exhaustive. • By following the guidance volunteers will be covered under ESCC corporate public liability insurance. 	2	3					
20. Contact with bodily fluids, spillages		<ul style="list-style-type: none"> • Competency checks made ie the correct wearing of PPE. • Online training modules completed prior to commencing roles including how-to put-on, wear and remove PPE. • Adequate PPE supplied. • Procedure in place for mopping up spillages or contact with bodily fluids. See guidance notes. 	3	2					

Likelihood (L)	1 - Almost Impossible	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
Severity - Consequence of Hazard (S)	1 - Insignificant (Minor Injury - No Time Off)	2 - Minor (Injury - Up To 7 Days Off)	3 - Moderate (Injury - Over 7 Days Off)	4 - Major (Death or Serious Injury)	5 - Catastrophic (Multiple Deaths)
Risk Priority Rating (RPR) Likelihood x Severity	Low Risk (1-8)		Medium Risk (9-14)		High Risk (15-25)

Name of Manager:		Signature of Manager:		Date:	
1 st review undertaken on:		Signature of Manager:		Date:	
2 nd review undertaken on:		Signature of Manager:		Date:	
3 rd review undertaken on:		Signature of Manager:		Date:	