

# Staploe Education Trust Risk Assessment



Risk Assessments for: Testing of Staff and Secondary Age Students		
Assessed by: LT/JK	Date: January 2021	Review Date: Ongoing

## Impact

1=extremely low 2=low 3=serious 4=severe 5=extremely severe  
(If, no measures were put in place)

## Likelihood

1=very rare 2=rare 3=likely 4=very likely 5=extremely likely  
(When, measures are put in place)

1 - 3	Low risk
4 - 6	Moderate risk
7 - 12	High risk
13 - 25	Extreme risk

Types of Hazard(s) identified (assuming no controls)	Who might be harmed?	Impact	Likelihood	Risk Rating	What are you already doing?	Responsible Person(s)
Incorrect set up of testing station increasing the risk of transmission	Staff Students Volunteers	4	2	H	<p>All testing volunteers must have accessed the required training before they begin their designated testing role.</p> <p>A certificate of competency for each training module must be saved as a record of successfully completing the required training modules.</p> <p>All staff and students that are displaying symptoms are not permitted to attend school premises. They must be self-isolating at home and book a test.</p> <p>Floor to be marked as necessary to highlight safe distancing.</p> <p>Flooring in the testing station should be non-porous.</p>	Volunteers  All  Facilities staff

				<p>A one-way system to be in operation through the testing station.</p> <p>Signage to be displayed to clearly identify the route.</p> <p>The following stations must be set up; Registration desk, swabbing desk, processing desk, recording desk</p> <p>A waste disposal system must be set up to ensure the correct disposal of all equipment used during testing.</p> <p>Waste disposal signage to be displayed.</p> <p>Plastic seating to be used at a 2m distance.</p> <p>Perspex screens to be used at a 2m distance.</p> <p>There must be a good level of lighting.</p> <p>Doors and windows must be open to aid ventilation.</p> <p>The ambient temperature must be between 15-30C for the test kits to be operated and they must be stored at between 2-30C.</p> <p>The room temperature will be monitored carefully as the testing solution must not fall below 15C. This may mean that the level of ventilation must be reduced for a period of time.</p> <p>The team leader will monitor the air flow accordingly.</p> <p>There must be a secure storage area identified for the test kits and PPE.</p> <p>PPE worn by testing volunteers must be replaced between testing sessions.</p>	<p>Team Leaders</p> <p>Facilities staff</p> <p>All</p> <p>Facilities staff</p> <p>Team Leader</p> <p>All</p>
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<p><b>Contact between subjects whilst waiting, increasing the risk of transmission</b></p>	<p>Staff Students Volunteers</p>	<p>4</p>	<p>1</p>	<p>M</p>	<p>All subjects to wear a face covering whilst waiting in line for their test.</p> <p>Signage to remind subjects to wear face coverings to be displayed.</p> <p>Subjects to maintain 2m distance from each other and testing volunteers.</p>	<p>All</p> <p>Facilities staff</p> <p>All</p>
<p><b>Contact between subjects and registration assistant increasing the risk of transmission:</b> Welcome and registration</p>	<p>Staff Students Volunteers</p>	<p>4</p>	<p>1</p>	<p>M</p>	<p>Registration assistant:</p> <p>Must be wearing the required PPE as directed in the government guidance.</p> <p>Ensure PPE is put on and removed safely in line with government guidance.</p> <p>Directs each subject to use the hand sanitiser provided.</p> <p>Ensures that each subject maintains a 2m distance from each other.</p> <p>Ensures that each subject is wearing a face covering.</p> <p>Ensures that the testing bays do not exceed the safe capacity limit.</p> <p>Ensures consent has been received from each subject.</p> <p>Registers each subject.</p>	<p>Registration asst</p>
<p><b>Contact between subjects and test assistant increasing risk of transmission:</b> Sample taking</p>	<p>Staff Students Volunteers</p>	<p>4</p>	<p>1</p>	<p>M</p>	<p>Testing assistants:</p> <p>Must be wearing the required PPE as directed in the government guidance.</p> <p>Ensure PPE is put on and removed safely in line with government guidance.</p>	<p>Testing asst</p>

					<p>Directs the subjects safely through the testing bay and to the designated exit.</p> <p>Directs each subject how to administer the test themselves.</p> <p>Provides regular cleaning of the testing bay.</p> <p>Ensures that each subject cleans each bay after they have completed their test using disinfectant wipes of a disposable hand towel and virucidal/disinfectant spray provided.</p>	
<p><b>Contact between samples and processor increasing risk of transmission:</b> Sample processing and analysis</p>	Volunteers	4	2	H	<p>Processor:</p> <p>Must be wearing the required PPE as directed in the government guidance.</p> <p>Ensure PPE is put on and removed safely in line with government guidance.</p> <p>Gloves to be changed after each sample being tested.</p> <p>Clean desk between each test being processed using disinfectant wipes or disposable hand towel and virucidal/disinfectant spray provided.</p>	Processor
<p><b>Contact between samples and processor increasing risk of transmission:</b> Sample disposal and waste disposal</p>	Staff Volunteers	4	2	H	<p>Processor:</p> <p>Must be wearing the required PPE as directed in the government guidance.</p> <p>Ensure PPE is put on and removed safely in line with government guidance.</p> <p>Must follow the waste disposal procedures by selecting the correct colour coded waste bag.</p> <p>Signage to be provided to aid the identification of the colour coded waste bags.</p>	Processor  Facilities staff

<p><b>Incorrect communication of results:</b> Wrong samples or miscoding of results</p>	<p>Staff Students</p>	<p>3</p>	<p>1</p>	<p>L</p>	<p>Results Recorder:  Must be wearing the required PPE as directed in the government guidance.  Ensure PPE is put on and removed safely in line with government guidance.  Enters the results onto the NHS database.  The subject must be informed of a positive test and provided with a PCR test to undertake at home.  Usual school procedures must be followed in the event of a positive case as detailed in the “<b>Trust Spring Opening Risk Assessment.</b>”  If the PCR test is positive, the subject must follow self isolation procedures as detailed in the “<b>Trust Spring Opening Risk Assessment.</b>”  A total of 2 barcodes will provided to each subject at the test centre check-in.  The subject will register their details to the unique ID barcode before the test is conducted.  Barcodes are attached by trained staff at the sample collection bay.  Barcodes are checked for congruence at the processing desk and applied to the Lateral Flow Device.</p>	<p>Results Recorder  Team Leader  All  Registration asst  All  Volunteers</p>
<p><b>Damaged barcode, lost testing device or failed scan of barcode</b></p>	<p>Staff Students</p>	<p>3</p>	<p>1</p>	<p>L</p>	<p>Recall subjects that have not received a result within 2 hours of registration and complete the test once again.</p>	<p>Volunteers</p>

<p><b>Spillage of the extraction solution that contains; Disodium Hydrogen Phosphate, Sodium Phosphate Monobasic, Sodium Chloride</b></p>	Volunteers	3	1	L	<p>The nitrile gloves provided meet the required safety regulations and must be worn at all times when handling the extraction solution.</p> <p>Safety glasses with side shields must be worn at all times when handling the extraction solution.</p> <p>Impervious clothing to be worn to protect from splashes and spillages.</p> <p>In the event of a spill, wipe down the surfaces and dispose of the cleaning material in line with the waste disposal procedures.</p> <p>Check the expiration date of the solution and do not use if expired.</p> <p>All volunteers using the solution must undertake the appropriate training before handling the solution.</p>	Volunteers
<p><b>General cleaning</b></p>	Facilities staff	4	1	M	<p>Facilities staff must be wearing the required PPE as directed in the government guidance.</p> <p>Ensure PPE is put on and removed safely in line with government guidance.</p> <p>Clean all surfaces, paying particular attention to touch points using a disposable cloth or mop head and viricidal/disinfectant spray.</p> <p>The correct colour coded equipment should be used in the usual way.</p> <p>Maintain good stock levels of the hygiene pack.</p> <p>The hygiene pack will include; hand sanitiser, tissues, disposable cloths and virucidal/disinfectant spray.</p>	Facilities staff

					<p>In the event of a spillage, the surrounding area must be evacuated and cleaned immediately before testing can resume.</p> <p>All disposable clothes, wipes and mop heads must be disposed of in the correct colour coded waste bin.</p>	
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Assessors Name:	LT/JK	Assessors Signature		Date:	January 2021
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