

Premises	<b>Risk Assessment</b>	Ref No	VALT 32
		Date	31/12/2020 25/02/2021

Task Description	COVID 19 Testing Risk Assessment	Location	All Areas	Date of Review	December 2021
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Assessor	Print Name: Paul Bridge	Employee	Print Name:	Equipment or Plant No.	N/A
	Signed:		Signed:		

Persons Affected Individuals or Groups	Staff, students, contractors & visitors to the school.
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Hazards / Consequences	Existing Control Measures	Original Risk Assessment			Further Control Measures Required	Revised Risk Assessment with Further Control Measures		
		L	S	R		Modified		
		L	S	R		L	S	R
Process not managed / undertaken in a safe and appropriate manner.  Transmission of the virus leading to ill health or potential death	All staff & volunteers involved in the management and implementation of the Testing Processes must undertake the appropriate NHS Testing training. (This training can include both theoretical and practical training.)  The appropriate Competency Assessments should be completed and recorded as outlined in the NHS guidance.  Staff & volunteers must be satisfied they are adequately trained before undertaking their	2	4	<b>M</b>	<b>Students - In accordance with the governments full re-opening of schools from the 8<sup>th</sup> March 2021, all Secondary / 6<sup>th</sup> Form Students will receive 3 LFT's approx. 3-5 days apart.</b>  <b>Individual school procedures will be put in place in accordance with government / health advice and their specific</b>	2	4	<b>M</b>

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	<p>appropriate role/ s. If unsure, any concerns should be raised with the Team Leader / Quality Lead.</p> <p>The Team Leader / Quality Lead must closely monitor the process to ensure they are satisfied that each team member understands and undertakes their role appropriately. Re-training/ refresher training/ supervision should be implemented where required.</p> <p>Staff reviews to be undertaken and recorded as per the NHS guidance.</p>				<p><b>site requirements, needs and limitations.</b></p> <p><b>During the 1<sup>st</sup> Test students will be brought into school on a staggered basis to ensure social distancing is maintained.</b></p> <p><b>Following the tests, students will be held in a separate area to await the results.</b></p> <p><b>Test results will be text directly to student's parents/ carers / guardians.</b></p> <p><b>Following a negative test, students will be released.</b></p> <p><b>Following a positive test students will be instructed to self-isolate and the normal procedures, including track and trace, will be followed.</b></p> <p><b>The 2<sup>nd</sup> &amp; 3<sup>rd</sup> LFT's will be undertaken whilst the students are in school. Students will be escorted from their normal</b></p>			
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					<p>classes to the school testing area, in a controlled manner.</p> <p>Following their test students will return to their classes.</p> <p>If a student tests positive the existing school protocols will be followed.</p> <p>After the initial 3 LFT's students / parents will be encouraged to undertake future tests twice a week at home, overseen by their parents.</p> <p>Staff - In accordance with the governments full re-opening of schools from the 8<sup>th</sup> March 2021, all staff will be encouraged to undertake twice weekly LFT's at home.</p> <p>Please see separate Risk Assessment for Home Testing.</p>			
Contact between subjects increasing the	<b>Asymptomatic:</b> All subjects are instructed in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing	2	4	M				

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<p>risk of transmission of COVID19</p> <p>Transmission of the virus leading to ill health or potential death</p>	<p>symptoms of COVID 19 (including a fever, loss of taste 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.</p> <p>This message is reinforced by signage at the main entrance to the school.</p> <p><b>• Face masks:</b></p> <ul style="list-style-type: none"> <li>• All subjects will be reminded to wear face covering/mask at time of test registration.</li> <li>• Prominent signage reminding subjects that face coverings/masks must be worn displayed at the entrance to the building and Testing area.</li> <li>• Face coverings/masks to be worn at all times except for brief lowering at time of swabbing.</li> <li>• Compliance with wearing of face covering/mask will be visually checked on arrival at the Testing area.</li> <li>• Compliance with wearing of face covering/mask will be visually checked by staff throughout the Testing process.</li> </ul> <p><b>• Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</p>							
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	<ul style="list-style-type: none"> <li>• <b>Social distancing:</b> Two metre social distancing will be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from staff.</li> <li>• A one-way flow of subjects through the testing area is to be initiated and maintained at all times. Compliance with this is to be ensured by staff.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• No physical handing of documents to subjects except barcodes and PCR test kits.</li> </ul>							
<p>Contact between subjects and staff / volunteers increasing the risk of transmission of COVID19 : Welcome &amp; registration</p> <p>Transmission of the virus leading to ill health or potential death</p>	<p>Staff / volunteers to undertake the appropriate training.</p> <p>Staff / volunteers to follow the appropriate protocols as outlined in the NHS guidance.</p> <p>Staff / volunteers to wear the appropriate PPE as outlined in the NHS guidance.</p>	2	4	M				
Contact between subject and sampler increasing	Staff / volunteers to undertake the appropriate training.	2	4	M				

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the transmission of COVID19: Sample taking	Staff / volunteers to follow the appropriate protocols as outlined in the NHS guidance.							
Transmission of the virus leading to ill health or potential death.	Staff / volunteers to wear the appropriate PPE as outlined in the NHS guidance.							
Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport.	Staff / volunteers to undertake the appropriate training.	2	4	M				
Transmission of the virus leading to ill health or potential death.	Staff / volunteers to follow the appropriate protocols as outlined in the NHS guidance.							
	Staff / volunteers to wear the appropriate PPE as outlined in the NHS guidance.							
Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Staff / volunteers to undertake the appropriate training.	2	4	M				
Transmission of the virus leading to ill health or potential death.	Staff / volunteers to follow the appropriate protocols as outlined in the NHS guidance.							
	Staff / volunteers to wear the appropriate PPE as outlined in the NHS guidance.							

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<p>Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal</p> <p>Transmission of the virus leading to ill health or potential death</p>	<p>Staff / volunteers to undertake the appropriate training.</p> <p>Staff / volunteers to follow the appropriate protocols as outlined in the NHS guidance.</p> <p>Staff / volunteers to wear the appropriate PPE as outlined in the NHS guidance.</p>	2	4	<b>M</b>				
<p>Incorrect result communication</p> <p>Wrong samples or miscoding of results</p>	<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.</li> <li>• Barcodes are attached by trained staff at the sample collection bay.</li> <li>• Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device at this station.</li> </ul>	2	4	<b>M</b>				
<p>Damaged barcode, lost LFD, failed scan of barcode</p>	<ul style="list-style-type: none"> <li>• Rule based recall of subjects who have not received a result within an hour of registration</li> <li>• Subjects are called for a retest</li> </ul>	2	4	<b>M</b>				

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Orphaned record on registration portal & No result communicated to individual								
Manual handling. Strain and contact injuries from manual handling equipment.	Heavy or awkward to manoeuvre equipment should only be moved by VALT "Manual Handling" trained staff.  If equipment is heavy or awkward to manoeuvre it should be transited by a team or mechanically according to a manual handling assessment.	1	3	L				
Uneven surfaces (floor protection in the Testing and Welfare areas)  Slip/ trip/ contamination hazard.	Where possible the testing process should be undertaken on flat, slip resistant, washable, hard surface floor areas so that floor protection is not required.  Any slip / trip hazards should be removed or clearly identified and hazard signs displayed prior to the beginning of each testing session.  Where floor protection is required, this must be adequately secured to ensure it does not pose a slipping / tripping hazard.  Any spillages must be cleaned up following the NHS spillage guidance. Warning signs should be displayed until the affected area has been	1	3	L				



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	disinfected and the surface is dry and does not pose a slip hazard.						
Electrical safety / plant & equipment maintenance Defective electrical equipment	In accordance with the VALT electrical safety policy, appropriate PAT and 5 year fixed wire testing should be undertaken and up to date.  Visually inspect all electrical equipment before and after every testing period, to ensure there is no damage to the equipment and especially to the plug and lead.  Any damaged or unsafe equipment should be replaced or removed from use until repaired.	1	4	L			
Use of shared equipment	Where possible the use of shared equipment should be avoided. Where necessary, shared equipment must be cleaned with a disinfectant or detergent / disinfectant between every change of user.	2	4	M			
Incorrect result communication  Wrong samples or miscoding of results	<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.</li> <li>• Barcodes are attached by trained staff at the sample collection bay.</li> </ul>	2	4	M			

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	Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station.							
Damaged barcode, lost LFD, failed scan of barcode  Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>• Rule based recall of subjects who have not received a result within x hrs of registration.</li> <li>• Subjects are called for a retest</li> </ul>	2	4	<b>M</b>				
Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4 (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	<ul style="list-style-type: none"> <li>• <b>PPE:</b> 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.</li> <li>• <b>Environmental:</b> do not let product enter drains.</li> <li>• <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.</li> <li>• Do not use if the solution has expired.</li> </ul>							

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<p>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.</p>	<ul style="list-style-type: none"> <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 of these chemicals.</li> </ul>						
<p>Inadequate cleaning. Transmission of the virus leading to ill health or potential death</p>	<p>Follow the cleaning protocols between each test as laid out in the NHS Testing guidance.</p> <p>Immediately clean up any spillages which occur, as laid out in the NHS Testing guidance.</p> <p>Undertake a full clean of the testing area between each testing period.</p> <p>If the appropriate “Fogging” equipment is available, disinfect the testing area on a daily basis / at the end of each testing period.</p>	2	4	<b>M</b>			

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**Risk Assessment Notes:**

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

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**Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15**

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid shows risk levels for combinations of severity and likelihood. The background is divided into three main risk zones: Green (Low), Yellow (Medium), and Red (High). The Green zone covers all combinations where the severity rating is 1 or 2 and the likelihood is 1 or 2. The Yellow zone covers combinations where the severity rating is 2 or 3 and the likelihood is 3 or 4. The Red zone covers combinations where the severity rating is 3 or 4 and the likelihood is 5 or 6, and also combinations where the severity rating is 4 or 5 and the likelihood is 3 or 4.</p>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

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**Supplementary Notes:**

Individual schools must consider and put their own procedures in place for the following:

1. Procedure for escorting subjects to and from the testing area and completing the Testing process.
2. Procedure for isolating and safely escorting subjects who test Positive, from the school premises.
3. Safe handling and storage of testing equipment.
4. Safe handling and storage of used testing kits. (These should be treated as medical waste.)