



THE HIGH WEALD
ACADEMY



Brook Learning Trust

The High Weald Academy

Workplace Risk Assessment - Covid-19

Date: 17th May 2021

Author: Trust Executive Team & Academy Leaders

Workplace Risk Assessment

This is a Workplace Risk Assessment for dealing with the current Covid-19 situation at Brook Learning Trust academies, which has been prepared in response to the Government's phased return plans for secondary schools, and subsequently updated to prepare for a full return of students in September 2020

Covid-19 is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Regardless of this risk assessment being in place, anyone who becomes unwell in the workplace with any of the following symptoms must immediately leave the premises, inform the most senior colleague on site at the time, and follow the Government guidelines current at the time:

- new continuous cough
- a high temperature
- a loss of, or change in, their normal sense of taste or smell.

The risk assessment will be subject to continual review and necessarily amended as circumstances, systems of control and working practices, evolve in response to the threat. It is not intended to cover every single scenario. A Risk Assessment is only effective if it is shared so that staff can clearly see what has been assessed as the risk, what controls are required, and who is responsible to dealing with ensuring those controls are in place. This risk assessment should be read in conjunction with Brook Learning Trust's Safe Ways of Working document, which provides instruction for remaining Covid-safe. The risk assessment follows the Health and Safety Executive's (HSE) steps for managing risk (identify hazards; assess the risks; control the risks; record your findings; review the controls), HSE risk templates, and has been informed by the following documentation:

HSE: Working safely during the coronavirus outbreak

HSE: Guidance on air conditioning and ventilation during the pandemic

Department for Education (DfE): Managing school premises which are partly open during Covid-19 outbreak

DfE: Covid-19 - Cleaning in non-healthcare settings

DfE: Implementing protective measures in education and childcare settings

DfE: Preparing for the wider opening of schools from 1 June: Guidance for secondary school provision from 15 June

DfE: 5 steps for working safely

DfE: Guidance for full opening: schools.

DfE: Mass asymptomatic testing: schools and colleges guidance

What are the Hazards?	Spread of Covid-19 Coronavirus
Who might be harmed?	<ul style="list-style-type: none"> • Students • Staff • Visitors to the premises • Contractors • Vulnerable groups

Hand Washing and Hygiene				
Controls Required	Additional Controls	Completed By	Timeframe	Commentary
Awareness of and adherence to good practice in hand washing and hygiene	Staff and students to be reminded on a regular basis to wash their hands for 20 seconds with water and soap.	SLT	1 June onwards	Safe ways of working document circulated to staff in June and updated versions are issued as required.
Sufficient hand wash facilities with soap and water available	Staff and students reminded to catch coughs and sneezes in tissues (Follow catch it, bin it, kill it)	SLT	15 June onwards	Regular reminders to staff given.
Stringent hand washing	Staff and students reminded to avoid touching face, eyes, nose or mouth with unclean hands	SLT	15 June onwards	Regular reminders to students will be given.
Drying of hands				Students will sanitise hands upon entry to the academy. They will sanitise hands each time they enter a classroom. They will wash hands at the start of break and lunch time. Hand sanitisation will happen if a student blows their nose or coughs/sneezes into their hands.
Staff encouraged to protect their skin with hand creams				
Students to sanitise hands and remove face	Stocks of hand soap and dispensers monitored and topped up	Estates	12 June 20 onwards	Monitored by Housekeeping daily
	Tissues to be made available throughout the	Estates	12 June 20	Monitored

coverings as they enter school	operating areas and stocks checked			
	Posters to remind all premises users to wash their hands	Admin	10 June 20	Posters displayed: further stock available
	Routines in place to ensure that students thoroughly sanitise their hands on entry and that contaminated face masks are removed and placed in their bags.	SLT	1 Sept 20	Hand sanitisers will be at each student entry point and in each teaching space. Bins provided at the student entry point for the safe disposal of face masks. Posters at entry points for safe removal of masks will be on display.

Social and Physical Distancing

Controls Required	Additional Controls	Completed By	Timeframe	Commentary
<u>Office Spaces</u> Reducing the number of persons in any one work area to comply with the two metre (or one metre plus) rule where possible. <u>Classrooms</u> All desks facing forward with maximum distance between desks possible. 2m required between teacher and students.	Staff to keep 2m from students and colleagues at all times where possible. The use of the staff room should be minimised.	SLT & line managers	1 June onwards	Safe ways of working document circulated and reminders to staff.
	Students to be supported to maintain distance and not touch staff or peers on arrival to school, during the school day and on leaving the site.	SLT	1 September onwards	New routines and habits for students will be in place from September.
	Tape/barriers/markings to be used at points of access and egress, in reception and in other in other 'common' areas to mark distancing measures	Admin & Estates	11 June 20	Ongoing as durability of various styles tested
	'One way' system where practicable including the limiting of lift occupancy, prioritising disabled use	SLT & Estates	11 June 20	Circulation system in operation
	Utilise limited areas/office/teaching spaces	Estates	11 June 20	In place and ongoing
	Physical arrangement of work and learning spaces to keep 2m distance: use back to back or side to side working wherever possible	Line Managers	11 June 20	In place

	In office environments, assign one person to one work area wherever possible	Admin & Estates	11 June 20	In place
	Visitors should be minimised.	SLT	11 June 20	New visitor protocol in place and staff informed.
	Area in reception marked out for visitors.	Estates	1 Sept 20	Complete.
	All visitors, contractors and supply staff should be particularly vigilant in remaining 2m from all others.	SLT & Admin	1 Sept 20	Safe ways of working document shared with all visitors.
	Where meetings involve more than 6 attendees, they should not take place face to face, and instead should be held virtually (unless there is a significant requirement for meeting face to face and the meeting space is sufficient to adhere to social distancing measures. Face coverings should be worn).	SLT	17 May 2021	Groups of staff meeting continues to be limited. This is also in place for parent meetings. Safer ways of working document updated.

Cleaning

Controls Required	Additional Controls	Completed By	Timeframe	Commentary
Frequent (at least every hour or more for high use areas such as Receptions) cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception	Housekeeping teams have received training to minimise spread of infection	Estates	01 June 20	Ongoing as we adapt to working arrangements
	A member of housekeeping will be present during the opening times of the academies. Their sole purpose will be the overt cleaning and sanitizing of frequently used areas, door handles, plates etc in addition to toilet facilities and common hard surface areas.	Estates	12 June 20	Appointed – Rota issued
	Cleansing of teaching spaces will take place at lesson change.	Estates SLT	12 June 20	Teaching staff wipe down desks and computers, and students wipe down desks and computers at the end of the lessons.
	Team cleaning will continue at the end of each working day to all office and teaching spaces, toilets etc that are used. It is vitally important that staff be	Estates Finance	15 June 20	Housekeeping staff are cleaning surfaces such as handles and

<p>areas, main doors etc</p> <p>Vacated classrooms to be cleaned and sanitised at the end of each session of teaching – desk tops and undersides, chairs. Keyboards and monitors in IT suites.</p>	<p><u>directed to stay within the designated areas at all times so that cleansing of areas used can be maintained to a rigorous standard</u></p> <p>*There are currently good stocks of hand soap, hand sanitiser, wipes and disinfectants</p> <p>Rigorous checks to be carried out by site manager on duty to ensure necessary procedures are being followed</p> <p>All sanitising dispensers reloaded.</p>	Estates	11 June 20 ongoing	<p>bannisters regularly throughout the day.</p> <p>‘Sanitised/Non-Sanitised’ signs will take priority.</p> <p>To be monitored through use of checklists issued by Estates Manager</p>
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Managing transmission risk - Staff

Controls Required	Additional Controls	Completed By	Timeframe	Commentary
<u>Testing for Covid-19</u>	All staff will be given two Covid-19 tests per week to undertake from home, in line with current DfE guidelines. This testing is voluntary.	SLT	8 March onwards	
<u>Shared Space Equipment</u> Staff required to sanitise equipment after use	<p>Notices posted at key locations to remind staff to sanitise the equipment after each use</p> <p>Sanitiser/wipes available in areas with shared equipment so that printers, copiers etc can be sanitised after use. Yellow clinical waste bags sourced and staff will be trained in their use for the wipes etc</p>	<p>Admin/site</p> <p>Estates</p>	<p>15 June 20</p> <p>12 June 20</p>	<p>Actioned</p> <p>Actioned. Site team will check at the end of each day that wipes are stocked up in each teaching space.</p>
<u>Staff Facilities</u> Social distancing to be adhered to and use of items such as	If staff areas/staff rooms are to be used for breaks then social distancing must be observed with no more than 6 people in the room at any one time and at a safe distance of 2 metres at all time.	All	Ongoing	To be monitored. Spacing in staffroom and numbers have been updated to reflect the changes in March 2021.

<p>kettles/boilers sanitised after use as per above</p>	<p>Arrangements made to ensure any crockery and cutlery used is cleaned and removed and does not pose risk to others.</p> <p>Signs posted in relevant locations reminding staff of their obligations</p>	<p>Admin/site</p> <p>Line Managers</p>	<p>15 June</p> <p>1 June onwards. Repeated in July for September reopening</p>	<p>Actioned</p> <p>Individual return to work conversations have taken place with risk assessments completed where necessary.</p>
<p><u>PPE</u> Wearing of gloves is not a substitute for good hand washing. Wearing a face covering in communal indoor areas is required.</p>	<p>After individual risk assessment with line manager, staff who feel the need to wear PPE will be supported to do so.</p> <p>All staff, students and visitors are to continue to wear a face covering when moving through shared indoor areas of the school where it's difficult to maintain social distancing. This includes corridors and common areas. Face coverings are not required when outdoors on the premises.</p> <p>Face coverings are not required within classrooms.</p> <p>Face visors or shields should not be worn as an alternative to face coverings.</p>	<p>SLT & Admin</p> <p>SLT & all staff</p> <p>All staff</p>	<p>5 Nov 2020</p> <p>8 March until further notice</p> <p>17 May onwards</p>	<p>Information regarding the safe use of face coverings shared with families and safe ways of working document updated. Posters put up around the academy.</p>
<p><u>Visitors and Contractors</u> All usual briefing and checks are still in force</p>	<p>Visitors and contractors briefed on BLT Safe Ways of Working and any site - specific arrangements by the member of staff responsible for their presence.</p>	<p>Estates</p> <p>Site manager or member of staff</p>	<p>5 Nov 2020</p> <p>12 June 20</p>	<p>Spare masks available to staff/students.</p> <p>Visitor procedures and documentation in place. All visitors are met in a separate space (Swattenden Building) away from all of the different</p>

	Visitors and contractors to provide additional information in order to comply with Test and Trace systems.	Admin Team	From Sept 2020	year group bubbles. This includes parent meetings and external agencies (e.g. Social Services) Form in place.
Managing transmission risk - Students				
Controls Required	Additional Controls	Completed By	Timeframe	Commentary
<u>Testing for Covid-19</u>	All students will be offered three lateral flow Covid-19 tests on-site, 3-5 days apart, from 8 March as they return to school.	Testing Team Leader	8 March 2021	See Appendix A for further details.
	Once three on-site tests have been carried out, students will be provided with home testing kits and asked to test at home twice a week. For students aged 11, an adult will be required to administer the test for them.	Testing Team Leader	15 March at earliest	
	A testing bay will remain operation on-site for those students unable or unwilling to test at home.	Testing Team Leader	15 March at earliest	The testing centre will be in the Sports Hall and will move to the support rooms at the back of Swattenden Hall from 22 March 2021.
<u>Grouping children together</u> Students to be grouped together to limit contacts	Students organised into appropriately sized groups (bubbles).	SLT	8 March 21	The following bubbles will be in place:
	Groups of students based in different parts of the school for lunch and break times and where possible teaching spaces.	SLT	8 March 21	Year 7 8 & 9 Year 10&11 Students will remain in the bubbles for lunch/break times and entry/exit points from the school building.
		SLT	8 March 21	There are three different entry

<p><u>Avoiding contact between groups</u> Contact between groups minimised at all points to limit risk</p>	<p>Students will move between classrooms but face masks in corridors and a one way system will be in place. There will be no lining up outside classrooms to reduce number of people in the corridors.</p>			<p>points for each of the bubbles.</p>
	<p>Transition routes for each group set out and communicated to all staff and students.</p>	SLT	8 March 21	<p>Each bubble will use a separate staircase. PE teaching will ensure that the equipment is only used within a bubble or equipment is sanitised</p>
	<p>Contact between groups limited via:</p> <ul style="list-style-type: none"> • Students appropriately supervised during break and lunch to support the maintenance of the discrete groups • Avoid assemblies, or large gatherings between groups. • Equipment sanitised and quarantined when used between groups. 	SLT	8 March 21	
	<p>Students asked only to bring in required equipment.</p>	SLT	1 Sept 2020	<p>Specialist subjects such as Science, Art and DT will have equipment in each of the bubble areas or will sanitise equipment between different bubbles.</p> <p>Parents and Students informed.</p>
	<p>Students segregated into groups as quickly as possible when entering site. Groups maintained for as long as possible when exiting the site.</p>	SLT	1 Sept 2020	
	<p>Appropriate wet weather arrangements in place when outside areas unavailable.</p>	SLT	1 Sept 2020	
	<p>All staff, students and visitors are to continue to wear a face covering when moving through shared indoor areas of the school where it's difficult to maintain social distancing. This includes corridors and common areas.</p>	SLT	8 March 21	
<p>Face coverings are not required when outdoors on the premises.</p>				
<p>Face visors or shields should not be worn as an alternative to face coverings.</p>				

	Face coverings are not required within classrooms.	All staff	17 May 2021 onwards	
Health and Safety				
Controls Required	Additional Controls	Completed By	Timeframe	Commentary
<u>Fire</u> Staff and students continue to obey fire evacuation procedures and assembly points	<p>Fire evacuation is to continue as practiced.</p> <p>Where possible, social distancing is to be adhered to progressing to, at, and leaving the assembly point, however staff and students should understand that remaining safe in a fire evacuation supersedes the need to maintain a social distance</p> <p>*Changing of the current location for evacuation would/may cause confusion post-COVID and advice given by Fire Authority is to continue to use the practised evacuation points.</p>	<p>SLT</p> <p>SLT</p>	September	<p>Fire drill undertaken.</p> <p>FIRE 'Trumps' COVID</p> <p>Form tutors will do a walk through on the start days of each year group. There will be a fire drill in the first full week back.</p>
<u>First Aid</u> First aid provision to be maintained	<p>If a student becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>Briefing and consultation with First Aiders regarding the above advice.</p> <p>PPE equipment (visors, gloves etc) sourced and stored in a specific mobile kit for dealing with suspected cases of Covid-19.</p>	<p>First Aiders</p> <p>Estates</p> <p>Estates</p>	<p>12 June 20</p> <p>11 June 20</p> <p>11 June 20</p>	<p>First Aiders briefed by email and further instructions in First Aid Room and Kits</p> <p>Actioned</p> <p>Actioned</p>

HSE Ventilation guidance updated 5 Oct 2020	Guidance states that the risk of air conditioning spreading Covid-19 in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation. Where possible, staff will increase the supply of fresh air, for example by opening windows and doors (but not fire doors).	Estates	5 Oct 20	Ongoing
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Managing Covid-19 cases

Controls Required	Additional Controls	Completed By	Timeframe	Commentary
<u>Symptoms of Covid-19</u> If anyone becomes unwell with Covid-19 symptoms in the workplace they are to be sent home immediately and advised to follow the Governance Guidance. They should ask for a Covid Test for themselves (and their family if they wish to do so).	Regular communication – Line Managers to offer support to staff who are affected by Coronavirus or has a family member affected.	Line Managers	Ongoing	Support offered by CareFirst is shared weekly by Principal
	SLT to develop system of communication if notified of a symptomatic individual.	SLT	22 June 20	Standard Operating Procedure is in place and has been rehearsed with all staff. Share information with EM and CEO
	Pastoral staff to remain in contact with families where a suspected case is identified.	SLT	22 June 20	PSM and HOY will be the point of contact for any suspected cases of Covid and will make regular phone calls with the family.
	Regular communications to families regarding government guidance, school attendance and self-isolation where required.	SLT	March 20 onwards	Ongoing.
<u>Confirmed Covid-19 Case</u> If advised that a member of staff, student or visitor has developed Covid-19 – SLT	SLT to develop system of communication if notified of a confirmed case of Covid-19.	SLT	22 June 20	Standard Operating Procedure is in place and has been rehearsed with all staff. Share information with EM and CEO

are to be advised IMMEDIATELY so that individuals who MAY have been in contact can be advised.	Travel between different sites will be reviewed on a case by case basis to reduce the risk of transmission between sites.	SLT	5 Nov 20	Ongoing
	Government and PHE guidance to be followed including: <ul style="list-style-type: none"> • Communication with appropriate external agencies • Engagement with Test and Trace • RIDDOR reporting • Temporary halt to the reopening process • Deep clean initiated. 	Estates	22 June 20	Flowchart of actions in place if student or staff member displays symptoms
	Consideration of mental health and well-being of staff isolated because of the COVID threat be it for age reasons, family member at risk etc. Even further consideration for these staff when they do eventually return to work with a full 'Return to Work' interview and Risk Assessment and support mechanisms.	Line Manager HR Estates	Ongoing	Ongoing dynamic RA as reports come in from Occupational health
Accurate attendance records for staff and students, supported by other documentation (eg timetables, duty rotas) must be kept to support the Test and Trace process.		SLT	1 Sept 2020	Processes in place.

Document Version History

Date	Activity	Personnel
13 th May 2020	First draft of document	Kevin Dickinson, Estates Manager
1 st June 2020	Review and amendments	Trust Executive Team
3 rd June 2020	Further review	Daniel Hatley, Executive Principal
8 th June 2020	Template shared with Academy Councils	All Councillors
8 th to 12 th June 2020	Staff consultation	All staff
11 th June 2020	Site inspection review undertaken	Carol Morris - CEO, Daniel Hatley - Executive Principal, Kevin Dickinson - Estates Manager, Connor Sutherland - Site Manager
12 th June 2020	Completion of document ahead of partial reopening	Kevin Dickinson, Estates Manager
17 th June 2020	Seven day review and inspection	Kevin Dickinson, Estates Manager

25 th June 2020	14 day review and inspection	Carol Morris - CEO and Kevin Dickinson, Estates Manager
24 th August 2020	Pre-opening inspection	Nic Taylor - Interim CEO, Daniel Hatley - Executive Principal, Lisa Barker - Head of School
11 th September 2020	Review	Kevin Dickinson, Estates Manager
24 th September 2020	Review and amendments	Lisa Barker, Head of School, Kevin Dickinson – Estates Manager
30 th October 2020	Reference to ventilation added to document	Kevin Dickinson, Estates Manager
5 th November 2020	Document reviewed in light of national lockdown	Daniel Hatley – Executive Principal, Kevin Dickinson, Estates Manager
2 nd December 2020	Review undertaken following the end of National Lockdown and Kent being placed into Tier 3	Kevin Dickinson, Estates Manager, Ruth Murphy, Executive Support Officer
5 th January 2021	Review undertaken following the announcement of a National Lockdown from 5 January.	Lisa Barker - Head of School, Kevin Dickinson – Estates Manager
12 th January 2021	Site inspection undertaken	Nic Taylor - Interim CEO, Kevin Dickinson - Estates Manager
22 nd January 2021	Amendments regarding student and testing, following changes to DfE guidance.	Ruth Murphy- Executive Support Officer
26 February 2021	Full review of arrangements undertaken ahead of full reopening of schools on 8 March.	Lisa Barker - Head of School, Kevin Dickinson- Estates Manager, Ruth Murphy - Executive Support Officer
26 th April 2021	Review of arrangements undertaken following return of students after the Easter break.	Lisa Barker - Head of School, Kevin Dickinson- Estates Manager, Ruth Murphy - Executive Support Officer
13 th May 2021	Amendments regarding the wearing of face coverings following changes to DfE guidance for 17 th May.	Lisa Barker - Head of School, Ruth Murphy – Executive Support Officer

This document will be reviewed within 7 days of implementation thereafter at regular intervals of not less 14 days until mid-September 2020 and then at least once a term. Should changes to Local Tier or National restrictions be made by Government, this document will be reviewed and updated to reflect changes.

APPENDIX A:**Test and Trace***Template for Risk Assessment*

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators

Assessment Date	05/01/21	Lead Assessor	Sarah Goodfellow	Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at The High Weald Academy						
Activities Involved	Traversing the site on foot Testing school staff and students					Location	School sports hall
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

Hazard Identification and Evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	Action No
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Asymptomatic: 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 10 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. Subjects to be asked whether they have experienced any of the above mentioned symptoms on arrival to the test centre and advised accordingly should they be symptomatic. • Face masks: 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. A tray will be made available to the test subject that this can be stored in whilst the swabbing is taking place. All trays to be sanitized with disinfectant between test subjects. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: 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. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects 	1	4	4	
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome & registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All people entering the testing centre will wait 2 metres apart outside the test room and leading up to the registration desk. • People arriving for testing will be seen one at a time and face masks will be worn by the registration assistant and the people coming in for testing. • The registration assistant will also wear a face guard for further protection. • The people coming in for testing will sanitise their hands as they approach the reception desk • The registration assistant and people in for testing will stay 2 metres apart from each other when booking in • There will be a waiting area of chairs 2 metres or more apart where people can wait whilst waiting for the sampler. Face masks will be worn at all times whilst in the waiting area. 	1	4	4	

3	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> The subject will wear a face mask apart from when they are swabbing their nose and throat. The sampler will wear a face mask, visor, two pairs of gloves (one pair will be longer in length than the other), a lab coat and a plastic disposable apron at all times whilst in the testing centre. There will be a plastic screen between the subject and sampler so that the virus can't be flicked by the testing stick towards the sampler directly. 	1	4	4	
4	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> The test centre runner will only be given the registration card with the result written on it – they will not be given the test strip or vial that have been used to collect or test the samples. 	1	3	3	
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All sample testers will wear a face mask, a visor, a lab coat, two pairs of gloves – one pair will be in longer in length than the other. At the swabbing table there will be a plastic screen between the subject and the tester The vial will be kept in a tray inside a rack so that it can't be accidentally knocked over onto the tester. The tray, vial and all test items belonging to each test subject will be kept in one designated tray to avoid cross contamination between test subject and tester. The test strip will only be opened and used at the time of testing, ensuring no prolonged exposure beyond that of what is required. 	1	4	4	
6	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All testing equipment (including wipes and tissues that are used to wipe down testing desks) will be put into the biohazard waste bins located by the testing tables. The bags will be sealed and stored for the correct period of time before they are disposed of. The vial containing the sample will be stored within the tray until the point of a conclusive test result in order to reduce possible spillage or contamination risks. 	1	5	5	
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> Subjects will be given an envelope at the registration desk that has the registration card and vial labelled with the matching bar code. A third bar code will be in the envelope to be used on the Lateral Flow Device at the last stage of the testing process. The subject will put their envelope into a tray at the tester's desk. All of the equipment used and the registration card will be kept in the tray and passed to the end of the testing process as one unit. Timers will be used for each testing sample to ensure that time guidelines for a conclusive positive and negative test are adhered to and avoid incorrect results being issued. 	1	4	4	
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within 1 hour of registration Subjects are called for a retest. 	1	4	4	

9	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (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.	<ul style="list-style-type: none"> • PPE: 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. • Environmental: do not let product enter drains • Spillages: 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. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	1	2	2	
10	Occupational illness or injury						
11	Manual handling		<ul style="list-style-type: none"> • No heavy lifting is involved in the process of testing. 	1	1	1	
12	Unauthorised access by members of the public		<ul style="list-style-type: none"> • Members of the public do not have access to the room • Equipment is locked in a cupboard in the testing room. • Registration desk is by the entrance door which is manned and therefore unauthorised personnel will be seen as soon as they enter the building 	1	1	1	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Tripping hazard	<ul style="list-style-type: none"> • The testing room has a flat surface. The electric cables that link to the computers have rubber mats over them to prevent people from tripping on them. 	1	4	4	

14	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> There are no stairs in the testing centre. 	1	1	1	
15	Inclement weather						
16	Electrical safety / plant & equipment maintenance Defective electrical equipment		<ul style="list-style-type: none"> The laptops that are used have been electrical tested as part of the school's routine testing. 	1	4	4	
17	Use of shared equipment		<ul style="list-style-type: none"> Desks and laptops will be wiped down by each member of the testing centre when they have finished using them. 	1	5	5	

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction	Dan Lloyd	9 January 2021	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Kevin Dickinson	9 January 2021	

Additional Notes

Risk Evaluation

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	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

Likelihood

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

Severity

Negligible
 Minor
 Moderate
 Major
 Critical

Risk control strategies

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

Declaration - 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	Lisa Barker Sarah Goodfellow Dan Lloyd	
Signature of Lead Assessor	Lisa Barker	Date 5 January 2021

Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident							
Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature
14/1/2021	Quality Assurance Process completed	Kevin Dickinson		1/3/2021	Quality Assurance Process completed.	Kevin Dickinson	
21/1/2021	Quality Assurance Process completed.	Kevin Dickinson					
25/1/2021	Quality Assurance Process completed.	Kevin Dickinson					
23/2/2021	Quality Assurance Process completed.	Kevin Dickinson					

