

**Inspire Education Group**

**RISK ASSESSMENT**

**SECTION/DEPARTMENT/LOCATION:** IEG Group

**ASSESSMENT NO:** 58

<b>ACTIVITY:</b>	Covid 19 testing	<b>DATE:</b>	January 21
<b>ASSESSOR(S):</b>	Jacqui Fleming/Wayne Granger/Andy O'Brien	<b>REVIEW DATE:</b>	April 21

**Description**

Covid-19 is a viral illness that can affect your respiratory system. It is caused by a virus called Coronavirus and can be spread by human - human transmission. Symptoms can be mild, moderate, severe, or fatal. Symptoms of Covid-19 (NHS report most common symptoms are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

Should you be experiencing any of the above symptoms you should not come to College and follow guidance issued by the NHS and Public Health England. Clinically extremely vulnerable groups meaning you could be at higher risk of severe illness from coronavirus.

The government is delivering a programme of rapid asymptomatic testing from the start of January for children and young people in year 7 and above (or equivalent) in secondary schools, FE colleges, special schools and specialist colleges, AP academies, PRUs and registered independent AP.

The objectives of this programme are to:

- keep education settings open
- ensure as many pupils and students as possible are receiving high quality, face-to-face education
- help safeguard the health of the staff of education settings and their pupils and students
- break chains of transmission of the virus

All these settings will receive an initial delivery of lateral flow device test kits to support asymptomatic testing from the start of the spring term.

Rapidly identifying and containing any asymptomatic cases, which comprise up to a third of all cases, will help avoid individuals carrying the infection unknowingly spreading it. This is all the more so in the settings covered by this guidance, where education often involves close proximity between children or young people and staff and social distancing can be harder to observe.

Testing is voluntary and no child or young person will be tested unless informed consent has been given by the appropriate person. There's further guidance in the [informed consent to testing section](#).

No one will be prevented from receiving face-to-face education if for any reason they are not tested.

Test areas - Peterborough - Food Manufacturing Unit, Stamford - Oval

Testing is similarly voluntary for members of staff.

No.	Activity/plant/materials, etc.	Associated Hazards	Persons at risk	Existing Controls	Probability (1-5)	Severity (1-5)	Risk Factor	Further Action Required
1	Identified site inadequate as a testing site.	Ineffectual testing, positive cases missed, negative students unnecessarily self-isolating.	Staff, students	<ul style="list-style-type: none"> <li>The location complies with NHS Track &amp; Trace Guidance; well ventilated, doors open, temperature controlled environment, fully accessible for persons with disabilities and all on one ground floor level, adequate space for each process from arrival to leaving a full one way system in place.</li> <li>Hand washing facilities and access to toilets.</li> <li>Secure site with restricted access. Testing area hard, non-porous easy cleaned flooring, all tables, chairs, etc., in testing area easily cleanable.</li> <li>Established building fault reporting process through Estates.</li> <li>Site temperatures must be kept above 2 degree (out of hours) and 15 degrees kits in use and below 30 degrees controlled by building operator.</li> <li>Access &amp; Egress: Dedicated access point for students/staff through fire doors at side of building.</li> <li>A one-way flow of students through the building to be initiated and maintained at all times. Compliance with this is to be ensured by staff.</li> </ul>	2	2	4	Ongoing review of testing management and processes amend RA as required. Content of RA to be shared with all relevant persons including unions as requested/

				<ul style="list-style-type: none"> <li>• Dedicated egress point from side of building for students/staff.</li> <li>• Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with Clinical SOP</li> </ul>				
2	Contact between students increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	Staff, students	<ul style="list-style-type: none"> <li>• <b>Asymptomatic:</b> All participants 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>• <b>Face coverings:</b> All staff, students and visitors to campus are currently required to wear face coverings on campus and in college buildings at all times. Prominent signage reminding attending participants of the above to be displayed at the entrance to the building.</li> <li>• Face coverings to be worn by participants at all times whilst on the premises except for brief lowering at time of swabbing.</li> <li>• Compliance with wearing of face covering of all participants to be visually checked on arrival by staff.</li> <li>• Compliance with wearing of face covering of all participants to be visually checked through building by staff.</li> <li>• <b>Hand hygiene:</b> All participants to use hand sanitiser provided on arrival, and in testing areas &amp; adherence to this enforced by staff.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between participants with</li> </ul>	3	3	9	<p>Ongoing review of testing management and processes amend RA as required.</p> <p>Content of RA to be shared with all relevant persons including unions as requested/</p>

				<p>measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from staff.</p> <ul style="list-style-type: none"> <li>• A one-way flow of participants through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by staff. Doors to be left open to avoid additional touchpoints</li> <li>• <b>Cleaning:</b> 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 participants except barcodes and PCR test kits</li> </ul>				
3	Contact between participants and staff increasing the risk of transmission of COVID19: <a href="#">Welcome &amp; registration</a>	Transmission of the virus leading to ill health or potential death	Staff, students	<ul style="list-style-type: none"> <li>• On entrance the door will be open and a hand sanitising station will be present all participants will enter wearing a face covering and be required to stand 2m away from the Registration Assistant. Floor marking in place.</li> <li>• Registration assistant will be wearing PPE, which will include face coverings, gloves etc. and will have completed appropriate training</li> <li>• Any close interaction for example help with their devices/mobile phone will be done at distance, gloves will be worn and disposed of immediately and participants will be given an antibac wipe for their device.</li> <li>• Participants will be called to the testing booth to ensure social distancing is maintained and guidance given on how to test</li> </ul>	2	3	6	Ongoing review of testing management and processes amend RA as required.

4	Contact between participant and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	Staff, students	<ul style="list-style-type: none"> <li>Participants will be required to take their own samples, removing their face covering only to take the sample, and returning it immediately afterwards staff will be monitoring</li> <li>Barrier in place between participants and sampler to reduce transmission.</li> </ul>	2	3	6	Ongoing review of testing management and processes amend RA as required.
5	Contact between participant and processor increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	Staff, students	<ul style="list-style-type: none"> <li>Once testing has been completed they will be called one at a time to the Processing Operator, who has also completed appropriate training,</li> <li>Participant will place the swab in the test tube supplied by Process Operator, and then exit via the one way system,</li> <li>wearing a face covering and be required to stand 2m away</li> <li>Processor will retrieve the test once the participants has left</li> </ul>	2	3	6	Ongoing review of testing management and processes amend RA as required.
6	Contact between samples and sample processor increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Transmission of the virus leading to ill health or potential death	Staff, students	<ul style="list-style-type: none"> <li>Processor will be wearing correct PPE</li> <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>Processors will be shown the correct way to don and doff PPE via training and will also be provided with an area to wash down afterwards (toilets)</li> </ul>	2	3	6	Ongoing review of testing management and processes amend RA as required.

7	Contact between samples and sample processors 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"> <li>Clinical waste containers and bins will be provided for processors to use</li> <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> </ul>	2	3	6	Ongoing review of testing management and processes amend RA as required.
8	Bodily fluids (blood from nose bleed or vomiting) during self-swabbing.	Transmission of the virus leading to ill health or potential death	Staff, students	<ul style="list-style-type: none"> <li>Sick bowels available at each testing station and clinical waste bins.</li> <li>Tissues and hand sanitiser and antibacterial wipes at each station.</li> <li>NHS Track &amp; Trace Bodily Fluid Clean-up SOP</li> <li>Adequate provision of required cleaning materials and PPE</li> <li>Training to staff as required.</li> </ul>	3	2	6	Ongoing review of testing management and processes amend RA as required.
9	Using the extraction solution 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)	Exposure to chemicals/irritation	Staff, students	<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> </ul>	1	3	3	Ongoing review of testing management and processes amend RA as required.

				<ul style="list-style-type: none"> <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 of these chemicals.</li> </ul>				
10	Incorrect result communication	Wrong samples or miscoding of results	Staff, students	<ul style="list-style-type: none"> <li>2 identical barcodes are provided to participant at check in</li> <li>The participant 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 1 and applied to Lateral Flow Device at this station</li> </ul>	1	3	3	Ongoing review of testing management and processes amend RA as required
11	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	Staff, students	<ul style="list-style-type: none"> <li>Rule based recall of participants who have not received a result within x hrs of registration</li> <li>Participants are called for a retest</li> </ul>	1	3	3	Ongoing review of testing management and processes amend RA as required
12	Cleaning of the testing area	Exposure/spread of the virus/cross contamination/ Risk of infection rates increasing/severe illness/potential death. Exposure to cleaning chemicals/irritants/environmental pollution/severe health effects	Staff, students	<ul style="list-style-type: none"> <li><b>Sample collection station</b></li> <li>Clean between each participant: <ul style="list-style-type: none"> <li>Self-swabbing – participant responsible for cleaning bays following test, using disinfectant wipes provided</li> </ul> </li> <li><b>Processing areas</b></li> <li>Clean between each test being processed using disinfectant wipes / disposable cloth &amp; spray provided</li> <li><b>Guidelines</b></li> </ul>	2	3	6	Ongoing review of testing management and processes amend RA as required

			<ul style="list-style-type: none"> <li>○ All surfaces that the participant has come into contact with must be cleaned and disinfected.</li> <li>○ This includes all potentially contaminated and frequently touched areas such as in the collection bays (e.g. table, chair, mirror), and</li> <li>● Also surfaces that the participant may have had contact with.</li> <li>○ Use disposable wipes / cloths or paper roll / disposable mop heads with disinfectant spray to clean all hard surfaces, floors, chairs,</li> <li>● door handles and sanitary fittings – think one site, one wipe, in one direction</li> <li>○ Any wipes, cloths, roll and disposable mop heads used for cleaning must be disposed of and should be placed into the clinical waste bins</li> <li>● <b>Cleaning spillages</b></li> <li>○ A spillage could be anything from vomit to body fluids, and may happen on a testing site.</li> <li>○ When it does, it is important that the surrounding area is evacuated and cleaned immediately.</li> <li>○ Further guidance on how to clean spillages is covered in the online training module</li> <li>● Strict cleaning regimes and house-keeping, all waste to be disposed of into the correct waste receptacles.</li> <li>● Cleaning of frequent touch points.</li> <li>● PPE to be worn by premises staff when emptying waste receptacles and strict hygiene practices to prevent exposure.</li> <li>● All COSHH assessments and MSDS present for all products used and guidelines followed, premises staff are all trained in the correct use and supplied with sufficient PPE</li> </ul>				
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13	Manual Handling	Risk of musculoskeletal injuries, aggravation of existing conditions	Staff, students	<ul style="list-style-type: none"> <li>All staff will have had manual handling training</li> <li>Larger boxes of equipment broken down into smaller loads, use of trolleys as required</li> <li>Ensure test centre is fully stocked with requisite materials at start of each day</li> </ul>	1	2	2	Ongoing review of testing management and processes amend RA as required
14	Waste Disposal	Transmission of the virus leading to ill health or potential death	Staff, students	<ul style="list-style-type: none"> <li>Clinical waste bin at each testing bay for use by participant &amp; Processor</li> <li>Processor to work under SOP, online training and face to face briefing</li> <li>Identified PPE to be worn when handling clinical waste</li> <li>Waste will be double bagged and sealed with plastic tags as clinical waste. Collected on trolley and transferred outside to a locked clinical bin store by Nursery. Staff and collected twice a week by contractors. No liquid waste discharge.</li> <li>Spillage of clinical waste see SOP and COSHH</li> <li>Estates staff working to RA and COSHH for cleaning and handling of general waste in this facility. Estate staff not to handle any clinical waste, which will be fully labelled.</li> </ul>	2	3	6	Monitor volume and frequency of clinical waste being generated.- adapt contractor collection quickly to adjust
15	IT Support	Transmission of the virus leading to ill health or potential death	Staff, students	<ul style="list-style-type: none"> <li>All hand-held devices requiring IT assistance to be wiped down prior to handing to IT Support out of the clinical area. Devices once fixed will be returned to management staff to return to the operator.</li> <li>When providing a registration report, the correct PPE will be worn and the device will be wiped down before and after use.</li> </ul>	1	1	1	Ongoing review of testing management and processes amend RA as required

16	Using laptops and computers photocopiers for inputting data in the testing room	Musculoskeletal issues due to incorrect DSE set up. Risk of electrocution from damaged cables. Failure IT equipment. Slips trips and falls.  Transmission of the virus.	Staff, students	<ul style="list-style-type: none"> <li>All persons to ensure they follow DSE guidance when setting up temporary work area with suitable chairs/desk and IT equipment</li> <li>All persons responsible for safety checking the area/equipment for damaged plugs, cables, broken chairs, uneven flooring etc.</li> <li>Faulty items/equipment/flooring to be removed/isolated to prevent injury and reported to IT/Estates. depending on the issue</li> <li>All equipment to be cleaned /disinfected prior to IT attending.</li> <li>Strict cleaning and hygiene regimes to be followed.</li> <li>Trailing cables to be kept tidy and away from pedestrian routes</li> </ul>	3	2	6	Ongoing review of testing management and processes amend RA as required
17	Uneven surfaces (floor protection in the Testing and Welfare areas)	Slips, trips and falls	Staff, students	<ul style="list-style-type: none"> <li>All flooring checked prior to use any hazards removed, and wet floor signs available</li> <li>Staff encouraged to wear appropriate footwear</li> <li>Walkways to be kept clear.</li> <li>Cables to be taped down/covered.</li> <li>Potential trip hazards to be monitored supervising staff, allocated area for storage of items</li> </ul>	1	3	3	Ongoing review of testing management and processes amend RA as required
18	<b>Regular testing of persons classed as contacts 7 days</b>	Spread of the virus/risk of exposure to the virus/ill health/potential death	Staff, students	<p><b>Currently not proceeding with this contact testing at this time and await further guidance</b></p> <ul style="list-style-type: none"> <li><i>Persons to be kept separate from other testing areas as they could be asymptomatic</i></li> <li><i>If person feels unwell with possible symptoms then they must not attend for testing and advise Safeguarding</i></li> <li><i>Separate waiting area for them to await results that can be cleaned/disinfected/sufficient airflow</i></li> </ul>	3	3	9	Ongoing review of testing management and processes amend RA as required

				<ul style="list-style-type: none"> <li>• They must return home once they have received results and commit to returning daily for testing. If this falls across a weekend then the person must isolate and return on a Monday.</li> <li>• If all clear after 7 days they are allowed to return to work/class, unless they begin to present with symptoms and inform Safeguarding</li> <li>• Persons not to travel in on public transport.</li> </ul>				
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**Please ensure after completing this form the guidelines are followed.**

1. A copy of the risk assessment is sent to your line manager for checking and signing.  
2. A signed copy of the risk assessment is sent to the Health and Safety Officer for filing and checking.

Print Name: ..... Manager Name: .....

Signature: ..... Manager's Signature: .....

Date: ..... Date: .....

<b>HAZARD RATING: PROBABILITY OF HAZARD CAUSING HARM</b>	
<b>DEFINITION</b>	<b>RATIN G</b>
Highly unlikely	<b>1</b>
Unlikely	<b>2</b>
Possible	<b>3</b>
Some Exposure Likely	<b>4</b>
Exposure Likely/Probable	<b>5</b>
<b>Risk Assessment Matrix</b>	

<b>Exposure</b>					
<b>Hazard</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1</b>	1	2	3	4	5
<b>2</b>	2	4	6	8	10
<b>3</b>	3	6	9	12	15
<b>4</b>	4	8	12	16	20
<b>5</b>	5	10	15	20	25

<b>EXPOSURE RATING: SEVERITY OF HARM CAUSED</b>	
<b>DEFINITION</b>	<b>RATING</b>
Minor Injury	<b>1</b>
Over 3-day injury/ lost time	<b>2</b>
Major injury / Fracture	<b>3</b>
Permanent disability	<b>4</b>
Major injury to more than one / Fatality	<b>5</b>