

St Augustine's Academy – Testing Centre Risk Assessment

Assessment date		Lead assessor			
Description of task/process being undertaken	General and clinical activities on the asymptomatic testing site at St Augustine's Academy				
Activities involved	Traversing the site on foot Testing staff and students	Location	St Augustine's Academy,		
Who might be affected	Employee ×	Student ×	Contractor ×	Visitor ×	Service User ×
Key:	L = Likelihood C = Severity of consequence R = Risk rating		1-5 (where 1=min/5=max) 1-5 (where 1=min/5=max) 1-25 (where 1=min/25=max)		

No.	Hazard	Associated risks	Current control/mitigations	Risk Evaluation			Additional controls
				L	C	R	
1	Contact between subjects increasing the risk of transmission of COVID-19 (General)	Transmission of the virus leading to ill health or potential death	Testing only offered to students who are already attending the site for supervision, and staff	2	5	10	
			All subjects advised not to attend if they have COVID-19 symptoms and instead to follow current advice on self-isolating	2	5	10	Communicated to parents regularly. Checked during registration for test that subject is symptom free.
			All subjects to wear masks except when asked to remove them in testing bay	3	5	15	Signage to be displayed both inside and outside testing area, in addition to that already used around the school site.
			2 Meter social distancing to be observed	2	5	10	Tape marking 2m distances around corridors. Students to enter testing area one at a time. Teachers to send students at allocated times to

							prevent queuing in the corridor.
			All subjects to use hand sanitiser	2	5	10	Hand sanitiser available at entrance to school, entrance to test area and in the test bays. Checked regularly by test team/site team and topped up as required
			Regular cleaning of test area	2	5	10	Dedicated test area cleaner, scheduled break during testing to allow cleaner to wipe down touch pints and check bins
			Subjects separated at test bays by plastic covered screens	2	5	10	Screens cleaned during break in testing and at the start and end of the test session by trained cleaner
2	Contact between subjects and staff increasing the risk of transmission of COVID-19 (Welcome and registration)	Transmission of the virus leading to ill health or potential death	No physical handing of documents to students except bar codes and tests	2	5	10	Subjects advised not to bring coats/bags or belongings to test area. Test staff to have completed training modules prior to testing.
			Students to use one-way system through testing area	3	5	15	One-way system clearly marked
			Registration staff to wear appropriate PPE	3	5	15	PPE provided and test staff trained in the correct donning and doffing procedure
			Registration staff to be behind Perspex screen	3	5	15	Wipes provided to clean screen and desk regularly
3	Contact between subjects and sampler increasing the risk of transmission of COVID-19	Transmission of the virus leading to ill health or potential death	Subjects to only enter sample bay when invited to do so by testing staff	3	5	15	Tape to mark line to wait behind until invited into the testing bay. Registration staff to ensure subjects are only sent

	(Sample taking)						to bays at their allotted test time to prevent congestion. Test staff to have completed training prior to carrying out testing.
			Testing staff to stand behind Perspex screen and only items handed between test subject and test staff to be, barcodes and test materials	3	5	15	Hand sanitiser available on subject side of bay and subject advised when to use this in the test process. Test staff to have completed training prior to carrying out testing.
			Testing staff to be in full PPE	3	5	15	PPE provided and test staff trained in the correct donning and doffing procedure
			Bay to be cleaned between subjects	3	5	15	Wipes are provided on the subject side of the bay and subjects are instructed to wipe down touch points before leaving the test bay
3b	Exposure to bodily fluids from subject via coughing/gagging/sneezing/vomiting or nose bleeds increasing the risk of transmission of COVID-19 (Sample taking)	Transmission of the virus leading to ill health or potential death	Disposable sick bowls on hand in testing bays. Tissues available and clinical waste bin for disposal. Subjects advised on correct testing procedure to reduce chance of nose bleeds/vomiting etc.	4	5	20	Wipes available on test side of bay. Test staff to have completed training prior to advising test subjects. Trained cleaner on call. Room to be evacuated whilst in-depth cleaning takes place following and incident involving expulsion of bodily fluids.
4	Contact between sample and sample tester increasing the risk of transmission of COVID-19	Transmission of the virus leading to ill health or potential death	Sample collection and processing completed by the same member of staff to eliminate transport of	3	5	15	Test/processing staff to have completed training prior to carrying out testing/processing roles.

	(Sample processing)		sample and exposure of additional staff				
			Processing table adjacent to testing bay to eliminate sample transport issues	2	5	10	No other staff allowed in processing area to prevent congestion and contamination
			Processing staff to be in full PPE	3	5	15	PPE provided and test staff trained in the correct donning and doffing procedure Gloves are changed after each test subject and after processing each test
			Processing table to be cleaned between tests	3	5	15	Wipes provided at processing table for cleaning
			Spill kit to be provided for processing staff	3	5	15	Blue towel, PPE and clinical waste bins accessible for immediate treatment of spilled buffer or fluids. Cleaner available on call for cleaning as required.
4b	Contamination or cross-contamination of sample whilst processing (Sample processing)	Void or incorrect result produced	Sample to be kept in tray whilst being processed, lid to be used to reduce airflow and to keep tests separate from each other	3	3	9	Trays to be kept in processing bay, subject to put sample into tray and test to run in the same tray, registration card to be kept with tray. Staff to have completed training prior to processing
5	Contact between sample and sample tester increasing the risk of transmission of COVID-19 (Sample disposal and waste disposal)	Transmission of the virus leading to ill health or potential death	Clinical waste bin easily accessible at processing table. Bin to be lidless to reduce touch points	3	5	15	Cleaner trained in disposal of clinical waste. Cleaner to wear full PPE Bins checked/emptied regularly

6	Contact between test and test recorder increasing the risk of transmission of COVID-19 (results recording)	Transmission of the virus leading to ill health or potential death	Results recorder to wear appropriate PPE	3	5	15	PPE provided and test staff trained in the correct donning and doffing procedure
			Clinical waste bin in recording area for safe disposal of test device	3	5	15	Recording staff to have completed training modules prior to testing/recording.
6b	Contact between a positive test subject and office staff during isolation of test subject increasing the risk of transmission of COVID-19	Transmission of the virus leading to ill health or potential death	Office staff reporting a positive test/collecting and isolating subjects to wear appropriate PPE 2-meter distance to be observed Subject to be isolated awaiting collection by parent/guardian	3	5	15	PPE to be available and staff trained in the correct donning and doffing procedure
7	Incorrect results recording/communication (results recording)	Wrong submitted to NHS test and trace app/subject misinformed of results	Unique barcodes used Barcode is attached to registration card by trained staff at registration Second barcode attached to test by trained testing staff at test bay Registration card kept with test to facilitate collection of data for school records Recorder to check barcode to test and card match when recording result School to have additional spreadsheet to record subject results	3	3	9	Recorder to have dedicated ICT equipment for this task.
			Positive tests to be communicated to recorder immediately by processing staff, Office staff informed of positive result immediately by recorder,	3	3	9	Office staff contactable by email/CB radio to action isolation of a positive test subject as quickly as possible following current protocol

			Test subject informed of positive result immediately by office staff				
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record or result on NHS app and no result communicated to subject	Barcode is present on both registration card and test so if one fails to scan the other can be used. There is also a third barcode that can be used if either one tears during application. LFD are kept in a tray from the point of processing onwards to recording. Recorder removes test and disposes of it once result is recorded.	2	3	6	Test subjects will be recalled after 24 hours if a result has not been recorded on the spreadsheet.
9	Extraction fluid which comes with lab test kit contains the following components: Na ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO 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,	PPE – nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses (with sides) or a face visor to be worn at all times when handling the extraction solution. Apron to be worn at all times to protect the body from splashes and spillages.	2	2	4	Staff to be trained prior to sample processing and advised in good laboratory practice. MDS data sheet from Innova to be kept in testing area to refer to in the case of exposure/splashes/inhalation and the guidance followed.

		chronic toxicity, reproductive and developmental toxicity, carcinogenicity and medical conditions aggravated by exposure					
10	Occupational illness, injury and staff absence	Staff absent due to illness, self-isolation, childcare leading to insufficient staff to run testing	Staff to refer to contingency planning which expands on how testing can run with reduced staff and the circumstances in which it might need to be suspended. If staff or test subjects become ill or are injured during the course of the testing session on call first aider to be notified and appropriate guidance followed. SLT to be informed of staff illness or injury.	5	3	15	Staff absence to be communicated using the usual school absence reporting system in addition to contacting other team members via WhatsApp group to allow for swift reorganisation of testing protocol First aider on call during testing sessions
11	Manual handling	Incorrect handling of heavy items leading to injury	Site staff to be called to move heavy objects.	3	3	9	Trolleys can be used to move equipment from test area to storage area
12	Unauthorised access to testing area	Safety of test subjects and staff compromised by unauthorised access to the test area	An email is sent to all staff at the start of the testing session to remind staff that there is no access to the testing area (hall) during testing unless attending for an appointment.	4	4	16	Access to the school is controlled by school reception staff and doors kept locked and accessed by buzzer only.

13	Inclement weather	Cold weather/ice and snow can make the site dangerous for staff and subjects accessing the site	COVID co-ordinator to monitor weather to confirm that site is safe to access. School procedure regarding site closure due to snow/ice to be followed when necessary.	2	4	8	Testing site is inside the main building and testing would only need to be suspended if the school site was closed due to snow/icy conditions (at which point test subjects would not be on site)
14	Trips, slips and falls	Injury caused by trips/slips and/or falls in the test area	Test area monitored by site staff for safety. Uneven edges/surfaces clearly marked with hazard tape Unnecessary obstructions removed without delay No bags allowed in the test area Subjects to follow one-way system Testing staff to wear appropriate footwear Spills to be reported immediately to site staff/cleaner	3	3	9	Test staff to have access to CB radio to call site staff as required
15	Electrical safety/plant equipment & maintenance Defective electrical equipment	Failure of electrical equipment causing injury to testing staff and/or inability to register and record tests	All equipment to be provided by school and having undergone PAT in line with school guidelines. Test staff to follow the contingency documents in the event of an ICT/network malfunction or outage of the NHS test and trace software	3	4	12	Contingency documentation to be kept in test area file

16	Use of shared equipment increasing risk of transmission of COVID-19	Transmission of the virus leading to ill health or potential death	Separate ICT devices for registration and recording to allow one member of staff/one device	2	5	10	Wipes provided for sanitation of ICT equipment
17	Fire/evacuation	Injury or death caused by fire Invalid results caused by the evacuation of the test area	Follow school evacuation protocol and leave via the nearest fire exit Any tests being run during an evacuation procedure should be recorded as void and the test subject recalled	2	5	10	Any external staff to be given details of the school evacuation plan
Date Risk Assessment last updated: 21st January 2021							