

General Risk Assessment Record

Location	Sports hall	Lead Assessor	Ryan Knight	Assessment Number	
Department	Whole school			Assessment Date	Dec 2021

Activity / Task

Description of task / process / environment being assessed	Asymptomatic testing on site							
Activities Involved								
Frequency of Exposure	Continuous ☐	No of times per week ☐	No of times per month ☐	Once only ☐	Duration of exposure	< 1Hr ☐	1 – 4 Hrs x ☐	4 – 8Hrs ☐

Hazard Identification and evaluation

No	Hazards	Associated risks	Who is affected	Current Control Measures	Risk Evaluation			Additional control needed? Action No
					Likelihood	Severity	Risk	
1	Contact between subjects and or handling test samples increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health.	Staff, students and visitors	Asymptomatic: 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) Student's staff and visitors will receive a briefing session on arrival covering the set procedures.	2	3	Substantial	This risk assessment must be read in conjunction with the latest version of the schools COVID-19 operational guidance

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2	The working environment	Lack of ventilation social distancing Cross contamination Slip/trip falls	Staff, students and visitors	- Visual inspection of area prior to testing to ensure a safe working environment. - Clearly defined and signed entry exit points. - Hand sanitiser/hand wash facilities as close as possible to entry and exit points. - One-way system strictly enforced. - All doors and windows to be kept open to provide natural ventilation. - No school bags and minimal personal effects to be carried around the testing area. - Social distancing enforced at all times.	2	3	Substantial	
3	Volunteer selection	Pre-existing medical conditions Bame community Age group	Staff	School will carry out pre-testing medical questionnaire of volunteers.	2	3	Substantial	

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4	Testing procedure Incorrect result communication	Wrong samples or miscoding of results		2 identical barcodes are provided to subject at check in - The subject registers their details to a unique ID barcode before conducting the test - Barcodes are attached by trained staff at the sample collection bay - Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station	2	3	Substantial	
	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual		Rule based recall of subjects who have not received a result within x hrs of registration Subjects are called for a retest				

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	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.		- PPE: nitrile gloves to be used at all times when handling the extraction solution. Safety visor to be worn at all times when handling the extraction solution. Disposable apron 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 school's waste disposal procedures - Do not use if the solution has expired - Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.				

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5	Testing station	Anxiety, procedural mistakes	Staff and students	- All government guidance will be adhered to whilst carrying out testing procedure. - Social distancing strictly enforced. - PPE provided and its use enforced. - Cleaning regime in place.	2	3	Substantial	
6	Staff wellbeing	Anxiety	Staff	- Staff will be encouraged to take regular comfort breaks. - SLT support will be in place. - Time spent at testing station will follow Government guidance and will be kept at a minimum with the use of a rota system.	2	3	Substantial	
7	Cleaning regime	Cross contamination	Staff and students	- Dedicated cleaning team. - Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance - Testing station cleaned between each use. - Use of PPE enforced.	2	3	Substantial	

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8	Waste disposal	Cross contamination	Staff, students and visitors	- Packaging and general waste must be bagged and disposed of via normal procedures. - Swabs tissues test cartages and clinical waste must be bagged isolated and disposed of as clinical waste.	1	3	Tolerable	
9	Confirmatory PCR tests	Transmission of the virus leading to ill health.	Staff, students and visitors	Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to establish if they have COVID 19	1	3	Tolerable	
10	Administration	GPDR Correct record keeping	Staff, students and visitors	- Dedicated admin staff. - Set guidance and procedures. - Line management support.	2	1	Trivial	
11	Staff training	Anxiety Incorrect procedures Cross contamination.	Staff, students and visitors	- Guidance and training package issued. - Line management support and guidance available during testing. - Clearly defined roles to avoid cross contamination and procedural errors.	1	3	Substantial	

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Control Improvements

Action No	Recommended additional control measures	Responsibility	Target Date	Date completed

Additional Notes

This risk assessment is a live document and must be reviewed in line with changes to advice given. It must be read in conjunction with the DfE and PHE guidance.

PPE Required

									
Specification	☐	☐	☐	☐ ✓ Latex free disposable gloves	☐	☐ Disposable apron	☐ ✓	☐ ✓	☐

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Risk Evaluation

		Potential Severity of harm				
		Minor injury	Lost time injury	Temporary incapacity / disease	Permanent disability	Fatality
Likelihood of harm occurring	Frequent occurrence	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Fairly Frequent	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Occasional occurrence	Tolerable 3	Substantial 6	Substantial 9	Intolerable 12	Intolerable 15
	Remote possibility	Trivial 2	Tolerable 4	Substantial 6	Substantial 8	Substantial 10
	Highly unlikely	Trivial 1	Trivial 2	Tolerable 3	Tolerable 4	Tolerable 5

Likelihood

1. **Highly unlikely**, not known to occur
2. **Remote possibility**, could occur
3. **Occasional occurrence**, has occurred before
4. **Fairly frequent**, some occurrences on record
5. **Frequent Occurrence**, regular occurrence, often noted on records

Severity

1. Minor Injury
2. Lost time injury
3. Temporary incapacity / disease
4. Permanent disability
5. Fatality

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 as the risks posed by task / process / environment assessed will be controlled to as low as is reasonably practicable.

Persons involved in assessment	Jessica Hathaway		
Signature of Lead Assessor	<i>Jess Hathaway</i>	Date	Dec 2021

Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel or the work environment.

Review date	Comments	Reviewed by	Signature
On going			

Review date	Comments	Reviewed by	Signature