

Brook Learning Trust

# The Ebbfleet Academy

## Workplace Risk Assessment - Covid-19

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Date: 22<sup>nd</sup> January 2021

Author: Trust Executive Team & Academy Leaders

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## 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 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

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

<b>Hand Washing and Hygiene</b>				
<b>Controls Required</b>	<b>Additional Controls</b>	<b>Completed By</b>	<b>Timeframe</b>	<b>Commentary</b>
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 version to be issued ahead of September.
	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.
Sufficient hand wash facilities with soap and water available	Staff and students reminded to avoid touching face, eyes, nose or mouth with unclean hands	SLT	15 June onwards	Sanitiser available in all corridors and all classrooms. All students to receive reminders via tutor induction session and throughout the day. Access to hand washing at break and lunchtimes available.
Stringent hand washing	Stocks of hand soap and dispensers monitored and topped up	Estates	12 June 20 onwards	Monitored by Housekeeping daily
Drying of hands	Tissues to be made available throughout the operating areas and stocks checked	Estates	12 June 20	Monitored
Staff encouraged to protect their skin with hand creams	Posters to remind all premises users to wash their hands	Admin	10 June 20	Posters displayed: further stock available

Students to sanitising hands and remove face coverings safely	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	Monitored by duty staff
<b>Social and Physical Distancing</b>				
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 'common' areas to mark distancing measures	Admin & Estates	11 June 20 onwards	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	Visitor protocols updated
Area in reception marked out for visitors.	Estates	1 Sept 20		

	All visitors, contractors and supply staff should be particularly vigilant in remaining 2m from all others.	SLT & Admin	1 Sept 20	Visitor protocols updated, safe ways of working document and test and trace system in place for all visitors.
	No meetings of more than 6 people should take place face to face, and instead must be held virtually.	SLT	5 Oct 20	Introduced to limit groups of staff meeting. 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 areas etc	A member of housekeeping will be present during the opening times of the academies. Their sole purpose will be the overt cleaning and sanitising of frequently used areas, door handles, plates etc in addition to toilet facilities and common hard surface areas.	Estates	4 <sup>th</sup> Jan 21	Reviewed daily
	Staff will clean their own (personal) areas as they move locations. Day cleaners will clean IT rooms after each lesson, including chairs, keyboards and monitors.	Estates	4 <sup>th</sup> Jan 21	Reviewed daily
	Team cleaning will continue at the end of each working day to all office and teaching spaces, toilets and communal spaces that are used. All sanitising dispensers reloaded.	Estates	4 <sup>th</sup> Jan 21	Reviewed daily

## Managing transmission risk - Staff

Controls Required	Additional Controls	Completed By	Timeframe	Commentary
<u>Only staff required to work on site will attend</u>	During the period of national lockdown, only those staff whose role cannot be undertaken from home will	SLT	5 January until schools reopen	

	be on site, alongside those staff supervising vulnerable children and children of critical workers.			
<u>Testing for Covid-19</u>	Those staff working on site will be offered regular testing for Covid-19 in line with current DfE guidelines.	SLT	11 January onwards	See Appendix A for full risk assessment regarding mass testing of staff and students.
<u>Shared Office Space</u>	Staff should avoid sharing office space for prolonged periods. Where possible staff should utilise vacant office space to ensure reduced transmission risk.	All	5 January onwards	Office moves to be completed by Friday 15 <sup>th</sup> January
<u>Shared Space Equipment</u> Staff required to sanitise equipment after use	Notices posted at key locations to remind staff to sanitise the equipment after each use	Admin/site	15 June 20	In place
	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	Estates	12 June 20	In place
<u>Staff Facilities</u> Social distancing to be adhered to and use of items such as kettles/boilers sanitised after use as per above	If staff areas/staff rooms are to be used for breaks then social distancing must be observed and arrangements made to ensure any crockery and cutlery used is cleaned and removed and does not pose risk to others	All	Ongoing	ongoing
	Signs posted in relevant locations reminding staff of their obligations	Admin/site	15 June	In place
<u>PPE</u> Wearing of gloves is not a substitute for good hand washing. Wearing a face mask in shared indoor areas is required.	All staff, students and visitors to wear a face mask when moving through shared indoor areas of the school where it's difficult to stick to social distancing. This includes corridors and common areas such as the atrium, gallery, reception and school dining hall, offices and meeting rooms. Face masks are not required in the classroom or outside.	SLT & Admin	1 Sept 20	Ongoing
	The wearing of full PPE for first aid is noted below.	Line	1 June	Individual return to work

	After individual risk assessment with line manager, staff who feel the need to wear PPE will be supported to do so.	Managers	onwards. Repeated in July for September reopening	conversations have taken place with risk assessments completed where necessary.
<u>Visitors and Contractors</u> All usual briefing and checks are still in force	Visitors and contractors briefed on BLT Safe Ways of Working and any site- specific arrangements by the member of staff responsible for their presence.	Site manager or member of staff	12 June 20	Visitor procedures and additional documentation in place for 1 September.
	Visitors and contractors to provide additional information in order to comply with Test and Trace systems.	Admin Team	From Sept 2020	Form and system for storage and deletion in place for 1 Sept.

### Managing transmission risk - Students

Controls Required	Additional Controls	Completed By	Timeframe	Commentary
<u>Only vulnerable children and children of critical workers will attend</u>	During the period of national lockdown, only vulnerable children and children of critical workers will be taught on site.	SLT	5 January until schools reopen	
<u>Testing for Covid-19</u>	Those students attending school will be offered two lateral flow Covid-19 tests during the week of 11 January to minimise the risk of transmission at the start of term. Those students returning to school after this date will be tested on their return to site.	SLT	11 January 2021 onwards	
<u>Grouping children together</u> Students to be grouped together to limit contacts	During closure period, vulnerable children and children of critical workers will create a single bubble while on site.	SLT	5 January until schools reopen	
<u>Avoiding contact between groups</u> Contact between groups minimised at all points to limit	Students organised into appropriately sized groups (bubbles).	SLT	1 Sept 2020	Year group bubbles operated
	Groups of students based in different parts of the school for lunch and break times and where possible	SLT	1 Sept 2020	Playground and internal communal areas split by year

risk (when school is fully open)	teaching spaces.				group. Clearly signposted.
	Student movement between lessons minimised where possible.	SLT	1 Sept 2020	Toilets designated for individual year groups.	
	Transition routes for each group set out and communicated to all staff and students.	SLT	1 Sept 2020	Internal one way system on stairs. Keep left on corridors.	
	Contact between groups limited via: <ul style="list-style-type: none"> <li>Students appropriately supervised during break and lunch to support the maintenance of the discrete groups</li> <li>Avoid assemblies, or large gatherings between groups.</li> <li>Equipment sanitised and quarantined when used between groups.</li> </ul>	SLT	1 Sept 2020	Arrangements in place.	
	Students asked only to bring in required equipment.	SLT	1 Sept 2020	Changing for PE will be restricted to year group bubbles	
	Students segregated into groups as quickly as possible when entering site. Groups maintained for as long as possible when exiting the site.	SLT	1 Sept 2020	Designated entry points for different year group bubbles. Access managed from line ups at start of day, end of break & lunch and at the end of the day to ensure least amount of conflict between groups.	
Appropriate wet weather arrangements in place when outside areas unavailable.	SLT	1 Sept 2020	Wet weather plan involves all students returning to designated year group areas at break & lunch.		

## Health and Safety

Controls Required	Additional Controls	Completed By	Timeframe	Commentary
<u>Fire</u>	Fire evacuation is to continue as practiced.	SLT	ASAP when school	Academy has undertaken regular fire evacuation practice in term 6

Staff and students continue to obey fire evacuation procedures and assembly points	<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>	SLT	reopens in September.	<p>and will undertake a fire drill as soon as practicable in September.</p> <p>Fire safety supersedes the risks of COVID-19.</p>
<p><u>First Aid</u> First aid provision to be maintained</p>	<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>
<p>HSE Ventilation guidance updated 5 Oct 2020</p>	<p>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.</p> <p>Where possible, staff will increase the supply of fresh air, for example by opening windows and doors (but not fire doors).</p>	Estates	5 Oct 20	Ongoing

Managing Covid-19 cases				
Controls Required	Additional Controls	Completed By	Timeframe	Commentary
<p><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).</p>	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. Shared information with EM and CEO. Support given to ensure testing takes place. Attendance monitored to ensure no return prior to end of self-isolation period. Ongoing.
	Pastoral staff to remain in contact with families where a suspected case is identified.	SLT	22 June 20	
<p><u>Confirmed Covid-19 Case</u> If advised that a member of staff, student or visitor has developed Covid-19 – SLT are to be advised IMMEDIATELY so that individuals who MAY have been in contact can be advised.</p>	Regular communications to families regarding government guidance, school attendance and self-isolation where required.	SLT	March 20 onwards	
	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. Shared information with EM and CEO
	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"> <li>• Communication with appropriate external agencies</li> <li>• Engagement with Test and Trace</li> <li>• RIDDOR reporting</li> </ul>	Estates	22 June 20 updated Aug 20	Flowchart of actions in place if student or staff member displays symptoms

	<ul style="list-style-type: none"> <li>• Deep clean initiated.</li> </ul> <p>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.</p> <p>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.</p>	<p>Line Manager HR Estates</p> <p>SLT</p>	<p>Ongoing</p> <p>1 Sept 2020</p>	<p>Ongoing dynamic RA as reports come in from Occupational health</p> <p>Systems in place.</p>
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## Document Version History

Date	Activity	Personnel
13 <sup>th</sup> May 2020	First draft of document	Kevin Dickinson, Estates Manager
1 <sup>st</sup> June 2020	Review and amendments	Trust Executive Team
3 <sup>rd</sup> June 2020	Further review	Gurjit Shergill, Principal
8 <sup>th</sup> June 2020	Template shared with Academy Councils	All Councillors
8 <sup>th</sup> to 12 <sup>th</sup> June 2020	Staff consultation	All staff
11 <sup>th</sup> June 2020	Site inspection review undertaken	Carol Morris - CEO, Gurjit Shergill - Principal, Kevin Dickinson - Estates Manager, Karen Hugill - Head of Academy Admin, Kerry Holland - Facilities Manager - Pinnacle.
12 <sup>th</sup> June 2020	Completion of document ahead of partial reopening	Kevin Dickinson, Estates Manager
17 <sup>th</sup> June 2020	Seven day review and inspection	Kevin Dickinson, Estates Manager
25 <sup>th</sup> June 2020	14 day review and inspection	Carol Morris, CEO and Kevin Dickinson, Estates Manager
23 <sup>rd</sup> July 2020	Site review and inspection	Gurjit Shergill - Principal, Kerry Holland – Facilities Manager – Pinnacle, Karen Hugill – Head of Academy Admin and Nic Taylor, Education Director.
28 <sup>th</sup> August 2020	Pre-opening inspection	Gurjit Shergill - Principal, Kevin Dickinson, Estates Manager, Karen Hugill – Head of Academy Admin and Nic Taylor, Education Director.
15 <sup>th</sup> September 2020	14 day review	Gurjit Shergill – Principal, Kevin Dickinson, Estates Manager
30 <sup>th</sup> October 2020	Reference to ventilation added to document	Kevin Dickinson, Estates Manager

## Document Version History

5 <sup>th</sup> November 2020	Document reviewed in light of national lockdown	Gurjit Shergill - Principal, Kevin Dickinson, Estates Manager, Karen Hugill – Head of Academy Admin
2 <sup>nd</sup> December 2020	Review undertaken following the end of National Lockdown and Kent being placed into Tier 3. No changes required.	Kevin Dickinson, Estates Manager, Ruth Murphy, Executive Support Officer
5 <sup>th</sup> January 2021	Review undertaken following the announcement of a National Lockdown from 5 January.	Gurjit Shergill - Principal, Kevin Dickinson, Estates Manager, Karen Hugill – Head of Academy Admin
13 <sup>th</sup> January 2021	Site inspection undertaken	Nic Taylor - Interim CEO, Kevin Dickinson - Estates Manager
22 <sup>nd</sup> January 2021	Amendments regarding student and testing, following changes to DfE guidance.	Ruth Murphy- Executive Support Officer.

**This document will be reviewed within 7 days of implementation thereafter at regular intervals of not less than 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	6.1.2021	Lead Assessor	Gurjit Shergill	Contract		Assessment Number	
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at The Ebbsfleet Academy						
<b>Activities Involved</b>	Traversing the site on foot Testing staff and students					<b>Location</b>	
<b>Who Might be affected</b>	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? Action No
				Probability	Severity	Risk	
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"> <li>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 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>Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> <li>Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</li> <li>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff.</li> <li>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> <li>Hand hygiene: All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> <li>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 &amp; sampling staff.</li> <li>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.</li> <li>Cleaning: 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 subjects except barcodes and PCR test kits for first 200 subjects</li> </ul>	1	4	4	
2	Contact between subjects and staff increasing the risk of transmission of COVID19 :  <u>Welcome &amp; registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>All people entering the testing centre will wait 2 metres apart outside the test room and leading up to the registration desk.</li> <li>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.</li> <li>The registration assistant will also wear a face guard for further protection.</li> <li>The people coming in for testing will sanitise their hands as they approach the reception desk</li> <li>The registration assistant and people in for testing will stay 2 metres apart from each other when booking in</li> <li>There will be a waiting area in separate classroom where people can wait whilst waiting for the sampler. Face masks will be worn at all times whilst in the waiting area.</li> </ul>	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"> <li>The subject will wear a face mask apart from when they are swabbing their nose and throat.</li> <li>The sampler will wear a face mask, visor, two pairs of gloves (one pair will be longer in length than the other), and a plastic disposable apron at all times whilst in the testing centre.</li> </ul>	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"> <li>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.</li> </ul>	1	3	3	
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>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.</li> <li>At the swabbing table there will be a plastic screen between the subject and the tester</li> <li>The vial will be kept in a tray inside a rack so that it can't be accidentally knocked over onto the tester.</li> <li>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.</li> <li>The test strip will only be opened and used at the time of testing, ensuring no prolonged exposure beyond that of what is required.</li> </ul>	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"> <li>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.</li> <li>The bags will be sealed and stored for the correct period of time before they are disposed of.</li> <li>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.</li> </ul>	1	5	5	
7	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> <li>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>	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"> <li>Rule based recall of subjects who have not received a result within 2 hrs of registration</li> <li>Subjects are called for a retest</li> </ul>	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"> <li>• 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.</li> <li>• Environmental: do not let product enter drains</li> <li>• Spillages: 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> <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>	1	2	2	
10	Occupational illness or injury						
11	Manual handling		<ul style="list-style-type: none"> <li>• No heavy lifting is involved in the process of testing.</li> </ul>	1	1	1	
12	Unauthorised access by members of the public		<ul style="list-style-type: none"> <li>• Members of the public do not have access to the room</li> <li>• Equipment is locked in a cupboard in the testing room.</li> <li>• Registration desk is by the entrance door which is manned and therefore unauthorised personnel will be seen as soon as they enter the building</li> </ul>	1	1	1	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Tripping Hazard	<ul style="list-style-type: none"> <li>• The testing room has a flat surface.</li> </ul>	1	1	1	

14	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> <li>There are no stairs in the testing centre.</li> </ul>	1	4	4	
15	Inclement weather						
16	Electrical safety / plant & equipment maintenance  Defective electrical equipment		<ul style="list-style-type: none"> <li>The laptops that are used have been electrical tested as part of the school's routine testing.</li> </ul>	1	4	4	
17	Use of shared equipment		<ul style="list-style-type: none"> <li>Desks and laptops will be wiped down by each member of the testing centre when they have finished using them.</li> </ul>	1	4	4	
18	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> <li>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>	1	5	5	
19	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>	1	5	5	
20	Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (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:	<ul style="list-style-type: none"> <li>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.</li> <li>Environmental: do not let product enter drains</li> <li>Spillages: 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> <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>	1	2	2	

		eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.					
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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	Covid Coordinator	11 January 2021	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	11 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

<b>Declaration</b> - 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	Karen Hugill / Gurjit Shergill	
Signature of Lead Assessor	Gurjit Shergill	Date 6.1.2021

<b>Reviews</b> – 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
11/1/2021	Quality Assurance Review Undertaken	Kevin Dickinson					
22/1/2021	Quality Assurance Review Undertaken	Kevin Dickinson					

