

APPENDIX C: Chertsey High School  
Template for Risk Assessment

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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.

<b>Assessment Date</b>	<b>06/01/2021</b>	<b>Lead Assessor</b>	<b>Clare Struthers</b>	<b>Assessment Number</b>	1.0
<b>Activity / Task</b>					
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Chertsey High School				
<b>Activities Involved</b>	Testing staff and students				
<b>Who might be affected</b>	Staff ✓	Volunteers ✓	Contractors ✓	Visitors ✓	Pupils/students ✓

**Hazard Identification and evaluation**

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Additional controls
1	Contact between subjects increasing the risk of COVID19 transmission	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• <b>Asymptomatic:</b> 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.</li> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>• <b>Face coverings/masks</b> to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> <li>• <b>Requirement to wear face covering/mask</b> to be reminded to all subjects in advance at time of test booking.</li> <li>• <b>Compliance</b> with wearing of face covering/mask of all subjects to be visually checked on arrival by COVID Coordinator.</li> <li>• <b>Compliance</b> with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by COVID Coordinator.</li> <li>• <b>Social distancing:</b> 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 COVID Coordinator, queue management &amp; sampling staff.</li> </ul>	

			<ul style="list-style-type: none"> <li>• A <b>one-way flow</b> 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/ COVID Coordinator.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• <b>Limited clutter:</b> chairs only on request: no physical handing of documents to subjects except barcodes</li> </ul>	
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <b>Welcome &amp; registration</b>	Transmission of the virus leading to ill health or potential death	<p>All persons involved have successfully completed the training available:</p> <ul style="list-style-type: none"> <li>• Testing process overview online video</li> <li>• Roles and responsibilities online information sheet</li> <li>• Online training relevant to the specific role being carried out</li> <li>• Group onsite run through of swabbing and processing procedure</li> </ul> <ul style="list-style-type: none"> <li>• All new or temporary staff and volunteers must have a school induction including on current Covid-19 procedures, safeguarding and general health and safety.</li> <li>• In general, all staff involved in testing must remember the best way of protecting themselves is always to practice good infection prevention and control, keep physical distance, wash hands, and wear appropriate PPE: <b>see p22-24 'How to Guide'</b>. Staff directly involved will need visors, disposable gloves, disposable plastic aprons, and surgical fluid resistant face masks.</li> <li>• At all times schools should ensure that the testing programme is managed in line with the system of controls currently in place.</li> <li>• Clear role descriptions in place for all of the Testing Team</li> </ul>	<p><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>• Walk through of site on 07/01/2021 for testing team</li> <li>• 08/01/2021 Testing team carries out process with themselves as the subjects</li> <li>• No volunteers or agency staff will be used during national lockdown.</li> <li>• Reminder of all processes on 07/01/2021 during team meeting</li> <li>• Dedicated PPE Donning area set up in girls changing room with hand washing facilities and sanitizer and bins.</li> <li>• All staff will be reminded of proper PPE procedures during run through on 7<sup>th</sup> and 8<sup>th</sup> January.</li> <li>• Relevant signage in testing area.</li> <li>• No subjects with Covid symptoms allowed on site.</li> <li>• Near miss documentation will be completed by Covid Coordinator.</li> </ul>

			<ul style="list-style-type: none"> <li>System for recording near misses in place</li> </ul>	<ul style="list-style-type: none"> <li>Beginning of each session, reminder of proper PPE and testing system.</li> <li>Covid Coordinator will act as Quality Control.</li> </ul>
3	Contact between subject and Test Assistant increasing the transmission of COVID19: <b>Sample taking</b>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>All persons involved have successfully completed training as in 2 above:</li> <li>In general, all staff involved in testing must remember the best way of protecting themselves is always to practice good infection prevention and control, keep physical distance, wash hands, and wear appropriate PPE.</li> <li>At all times schools should ensure that the testing programme is managed in line with the system of controls currently in place.</li> <li>Clear role descriptions in place for all of the Testing Team</li> <li>Systems for recording near misses in place</li> <li>Staff directly involved will need visors, disposable gloves, disposable plastic aprons, and surgical fluid resistant face masks.</li> </ul> <p>Refer to guidance in the latest version of the COVID-19 National Testing Programme: Schools &amp; Colleges Handbook and supporting training materials.</p>	<p><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>As above</li> </ul>
4	Contact between sample and Test Assistant increasing the transmission of COVID19: <b>Sample transport</b>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Test Assistant has completed all training</li> <li>Transfer of sample to Processor follows guidance on hygiene</li> <li>Good practice consistently in place - keep physical distance, wash hands, and wear appropriate PPE</li> </ul>	<p><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>Same as above</li> <li>Process signage for test processor role will be displayed in each bay.</li> </ul>

5	Contact between samples and sample testers increasing the transmission of COVID19: <b>Sample processing &amp; analysis.</b>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• All persons involved have successfully the relevant training:</li> <li>• All new or temporary staff and volunteers must have a school induction including on current Covid-19 procedures, safeguarding and general health and safety.</li> <li>• In general all staff involved in testing must remember the best way of protecting themselves is always to practice good infection prevention and control, keep physical distance, wash hands, and wear appropriate PPE.</li> <li>• At all times schools should ensure that the testing programme is managed in line with the system of controls currently in place.</li> <li>• Clear role descriptions in place for all of the Testing Team</li> <li>• Systems for recording near misses in place</li> <li>• Staff directly involved will need visors, disposable gloves, disposable plastic aprons, and surgical fluid resistant face masks.</li> <li>• Refer to guidance in the latest version of the COVID-19 National Testing Programme: Schools &amp; Colleges Handbook and supporting training materials.</li> </ul>	
6	Contact between samples and sample testers increasing the transmission of COVID19: <b>Sample disposal and waste disposal</b>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• All waste disposal will follow latest guidance : <b>p17 'How to Guide'</b></li> </ul>	<p><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>• Waste bags will be removed securely tied at the end of each sessions and place in an external dedicated cover waste bin.</li> </ul>
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> </ul>	<p><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>• Bar code scanners will be used and or iPad devices to reduce</li> </ul>

			<ul style="list-style-type: none"> <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>	<p>requirement for manual data entry.</p> <ul style="list-style-type: none"> <li>• Registration and recorded results will only be processed by Chertsey High staff for GDPR and Safeguarding reasons.</li> <li>• Staff will be trained and reminded of confidentiality requirements.</li> </ul>
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 24 hrs of registration</li> <li>• Subjects are called for a retest</li> <li>• Use of school device/laptop (with camera) by Results Recorder to upload results to <a href="#">Log Results website</a> rather than manually entering barcodes where device security is assured</li> </ul>	<p><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>• Bar code readers and iPads will be used</li> </ul>
9	Extraction solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic),	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	<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> </ul>	<p><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>• All staff have completed the relevant training and will be adhering to all guidance and will be wearing relevant PPE.</li> <li>• Requirements will be reminded to the testing team at the beginning of every session.</li> </ul>

	NaCl (Sodium Chloride)	medical conditions aggravated by exposure.	<ul style="list-style-type: none"> <li>Follow procedures on the Material Safety Data Sheet (MSDS) form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>	
10	Occupational illness or injury	Lack of capacity to complete testing	<ul style="list-style-type: none"> <li>Ensure Testing Team understand one another's roles so there is not over-reliance on individuals</li> <li>As much as possible build capacity in the team by training more people than needed</li> </ul>	<p><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>All Senior Leadership Team members have received the training equivalent of team leader and Covid Coordinator.</li> <li>Chertsey High Staff have completed training to cover Reception; Test assistant; Processor and Result recording results.</li> <li>Chertsey High lettings staff have completed training to cover Test Assistant and Processor roles.</li> </ul>
11	Manual handling	Increased chance of contamination	<ul style="list-style-type: none"> <li>All staff involved trained on correct protocol</li> </ul>	<p><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>Signage will be displayed in prominent locations.</li> </ul>
12	Unauthorised access by members of the public	Increased chance of contamination / disturbance to organisational process	<ul style="list-style-type: none"> <li>Clear signage with no entry signs and explanation of use of area</li> <li>Clear communications with parents / carers regarding lack of entry to non-authorized personnel</li> </ul>	<p><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>Leadership team to monitor outside area</li> <li>During national lockdown, the test site will only be accessible internally to the secure site.</li> </ul>

13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Increased chance of contamination	<ul style="list-style-type: none"> <li>• Test site flooring must be non-porous</li> <li>• Test site must be well lit and have good airflow</li> <li>• Registration desk at the first point where test subject would enter the Test site</li> <li>• One way direction of travel for test subjects. If not possible, enough room should be provided for test subjects to exit room whilst maintaining social distance</li> <li>• Test subject chairs in the swabbing bay should be minimum of 2m apart</li> <li>• Each swabbing desk must have a processing desk close by no more than 1m away. Recording desk to be located close by.</li> <li>• Test subjects must not enter area processing area. This should be demarcated.</li> <li>• Clear division between swabbing and processing area.</li> <li>• Ensure that regular cleaning and disinfection of testing area is carried out including high touch / contact periods in line with the school's current procedures.</li> <li>• Ensure there are suitable arrangements in place to dispose of used test kits etc – <b>see p17 of 'How to Guide'</b></li> </ul>	<p style="text-align: center;"><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>• No uneven surfaces in Sports Hall.</li> </ul>
14	Stairs to / from sample processing / registration area and welfare space	Increased chance of contamination	<ul style="list-style-type: none"> <li>• Trip hazard</li> <li>• Possibility of spillage of reagents</li> </ul>	<p style="text-align: center;"><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>• No stairs to entrance</li> <li>• No trip hazards to entrance</li> </ul>
15	Inclement weather	Risk of crowding / disorganisation	<ul style="list-style-type: none"> <li>• Covered waiting areas to be used as much as possible</li> <li>• Guidance to still be followed re social distancing, cleaning, hygiene</li> <li>• Participants told to wear suitable clothing – uniform policy to be adjusted as required</li> </ul>	<p style="text-align: center;"><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>• Staggared arrival times for staff and student testing during lockdown</li> </ul>



			<ul style="list-style-type: none"> <li>• Umbrellas provided if possible</li> </ul>	<ul style="list-style-type: none"> <li>• Internal waiting area, socially distanced inside the sports hall during lockdown.</li> </ul>
16	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Injury and damage	<ul style="list-style-type: none"> <li>• All equipment, eg portable heaters, to be PAT tested and follow school's existing risk assessments / processes for electrical safety and maintenance</li> <li>• Extension leads must be taped securely to floor to prevent trip hazard</li> </ul>	<p><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>• If required, PAT tested heaters available</li> <li>• Extension leads taped with hazard tape</li> </ul>
17	Use of shared equipment	Increased chance of contamination	<ul style="list-style-type: none"> <li>• Equipment should not be shared if possible and if it is must be wiped down in line with the existing Coronavirus risk assessment / procedures , particularly keyboards/mice of registration PCs</li> </ul>	<p><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>• No shared equipment during each session, all equipment will be cleaned at beginning and end of each session</li> </ul>
18	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> <li>• Pre-information provided to groups at earliest opportunity on planned arrangements</li> <li>• Raise awareness of testing activities and provide reassurance to all groups</li> <li>• Provide remote Q&amp;A sessions / FAQs on websites as required</li> <li>• Provide updates to process as required</li> <li>• Have processes in place to communicate and manage close contacts of positive cases</li> <li>• Use of smartphone by participants to scan barcode to reduce inaccurate manual data entry</li> <li>• Consider use of social media using standard materials</li> </ul>	<p><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>• Processor only processes one test at a time, relevant to the person in the bay.</li> <li>• Test assistant checks barcode number and confirms with test subject prior to handing to processor before processor sticks barcode to LFD</li> <li>• Staff will self register on test site, students will be registered by</li> </ul>

			<ul style="list-style-type: none"> <li>Consider how any media interest will be handled</li> <li>Refer to guidance in the latest version of the COVID-19 National Testing Programme: Schools &amp; Colleges Handbook and supporting training materials.</li> </ul>	<p>registration assistant using barcode scanner/ipad</p>
21	Test given to participant without appropriate consent	Legal implications	<ul style="list-style-type: none"> <li>Participation is voluntary for the programme and active consent is required either by staff, pupils, or parents /legal guardians, as appropriate – for pupils aged under 16 – <b>see p26 ‘How to Guide’</b>.</li> <li>Consent checked at Registration Desk</li> <li>Consent needs to be for the weekly testing and for the serial testing component of the programme.</li> <li>Careful recording mechanisms must be in place</li> <li>As part of the serial testing process, participants’ consent should include providing their confirmatory test results to the school</li> <li>Refer to guidance in the latest version of the COVID-19 National Testing Programme: Schools &amp; Colleges Handbook and supporting training materials.</li> </ul>	<p><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>Only staff and students who have provided consent will be invited for testing during lockdown</li> <li>Registration Assistant will ensure that consent register is checked at point of registration</li> <li>Use of barcode scanners and ipads to ensure accuracy</li> </ul>
22	Data not stored in line with GDPR regulations	Breach of GDPR regulations	<ul style="list-style-type: none"> <li>Use the BET privacy notice and data FAQs.</li> <li>The privacy notice and data FAQs should included within initial communication on the testing programme and <b>posted on school website</b></li> <li>Data should be deleted by the school after 14 days – <b>see p29 ‘How to Guide’</b>.</li> </ul>	<p><b>Additional controls</b></p> <ul style="list-style-type: none"> <li>Daily records will be kept to ensure ease of deletion of data following 14 day period</li> <li>Password protected files and protected cells on sheets</li> <li>Only limited CHS testing staff will have access to files</li> </ul>
23	Test self-administered inaccurately	Too many tests are inaccurate / void	<ul style="list-style-type: none"> <li>Use of clear signage, mirrors, phone torches etc to ensure participants are clear on where to swab</li> <li>Revisit training and processes regularly to ensure standards do not slip over time</li> </ul>	<ul style="list-style-type: none"> <li>Mirrors and signage provided to guide participant on correct procedure</li> <li>Test assistant available to advise</li> <li>Training revisited on daily basis</li> </ul>


			<ul style="list-style-type: none"> <li>• Ensure testing team are vigilant tracking and responding to patterns with errors – e.g. – air bubbles, not inserting the swab far enough etc</li> </ul>	
24	Trauma of testing reduces rates of participation	Numbers of participants reduces so infection rates rise in school / attendance reduces as students and staff prefer to self-isolate	<ul style="list-style-type: none"> <li>• Train testing team on how to prepare and reassure participants (covered in online NHS modules)</li> <li>• Remind participants of the bigger picture and the purposes of participation</li> <li>• Use the holding bay to reassure / comfort participants appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Testing team to include member of SEN department to reassure students during lockdown</li> <li>• Students reassured and testing promoted in positive light by SLT prior to test via talk to students</li> <li>• Students dissuaded from posting any negative information on social media relating to testing via talk and staff via weekly briefing</li> <li>• Test assistants to provide calm reassurance</li> <li>• Classical music to be played in the background to create calming environment</li> </ul>

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all staff/volunteers/ contractors as part of induction	Covid Coordinator	08/1/21	

2	Toolbox talks to be delivered to all staff/volunteers/ contractors on a regular basis including slips trips falls and complacency	Covid Coordinator	Daily from 8/1/21	

Additional Notes
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**Risk Evaluation**

<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	Zelia Munnik, Clare Struthers, Teresa Gillhespy
Signature of Lead Assessor	 <p style="text-align: right;">Date: 6/1/2021</p>

<b>Reviews</b> – this assessment should be reviewed at intervals no greater than 2 weeks 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

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	1.0
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