



GENERAL RISK ASSESSMENT FORM Version 1.1 (14.01.2021)

a. Dept assessment no. College COVID-19 Testing Area	b. Overall Assessment number	c. Initially prepared by Robert Worsley using the publication https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950515/Schools_Colleges_Testing_Handbook_revised_04012021.pdf And website :- https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges Please note that this risk assessment has been written to ensure that everyone working at the College or using the College's facilities are treated fairly and are not subjected to discrimination on the basis of their age, disability, gender identity, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
c. Date first prepared: January 2021		g. Prepared by: Robert Worsley
e. Dates of previous reviews		
f. Date of this current reviewed version: Ongoing		
h. Date next review due (Must not exceed one year from date of previous assessment) (Note: Date might be sooner if circumstances change and assessment therefore no longer valid)		January 2022
i. Manager approval of current version	Name: Department:	Date:
Note: The line manager is accountable for the risk assessment and is responsible for monitoring any related action plan. He/she must inform the Health & Safety Officer when the action plan has been completed		
j. H&S Officer approval of current version	Name: Robert Worsley	Date: January 2021
k. Has a Further Control Measures Action Plan been prepared in relation to this Risk Assessment	Yes / No (If <u>Yes</u> , see 8. Below)	
l. Completion confirmed by manager:	Name:	Date:
m. Completion confirmed by H&S Officer:	Name:	Date:

1. Operations covered by this assessment :-
 - Carrying out Mass Asymptomatic Testing of College Staff and Students
2. Details of any person(s) specifically at risk
 - Key Staff Roles– 'Meet and Greet' Person/Registration Officer/ Testing Assistant/ Process Operator/Process Controller

- Students
- Cleaners
- Vulnerable groups – *Pregnant workers, those with existing underlying health conditions*

3. Specific Activity	4. Specific Hazards and the Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
1) Setting up and people movement through the test area.	<p>The spread of Covid-19 Coronavirus due to close contact with others that may carry the virus, but are asymptomatic carriers.</p> <p>The spread of Covid-19 Coronavirus through coming into contact with surfaces such as tables, chairs etc where insufficient cleaning regime is in place.</p> <p>Prevention of aggravated or violent behaviour/ theft/ persons who are unauthorised causing behavioural issues.</p>	<ul style="list-style-type: none"> • Clear pre-communication to all those planned to be tested not to attend College at all, if they have any symptoms associated with illness from COVID-19, symptoms such as: - <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • skin rashes, • loss or change to their sense of smell or taste. • People waiting to be tested told by ‘MEET AND GREET PERSON’ to leave college immediately if they are exhibiting any of the above symptoms. • Ensure one-way system using barriers are in place to guide persons being tested correctly around the process – use of correct signage and set to allow sufficient space to maintain a minimum 2-metre (6.5 foot) gap between adjacent persons whilst queuing (distance recommended by the Public Health England (PHE). • Good Air Ventilation – operation to be carried out in Central Point which has high ceiling and sufficient space to allow good air flow • Non-porous flooring present – which allows sufficient cleaning and disinfection at regular intervals. • All KGB Cleaners – have been briefed on cleaning methods post COVID -19 in a non-healthcare setting from the Government Advice Link found at:- https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Deep Cleaning of test area and items in it by KGB Cleaners – to clean and disinfect objects and surfaces 	5	2	5 x 2	10 (low)

		<p>that are touched regularly in this area of high use. Items such as table surfaces and chairs etc. all cleaned using appropriate cleaning products including Selden, Selgiene Extreme Viricidal, Antibacterial Disinfectant and Selden spray and wiping with bleach.</p> <ul style="list-style-type: none"> • Staggering testing times – to minimise overcrowding, waiting times and demand on testing area and also to ensure the reduction of possible ‘pinch points’ • Restricting access to the testing area to authorised persons only – policed by testing team and the Student Liaison Officers will be involved in the supervising people both entering the building and entering testing area. All persons being tested must wear suitable face coverings (unless exempt), a lanyard and College ID badge. Testing Area to be under constant CCTV surveillance. • Sufficient supply of contactless waste bins for collection of separate waste streams – for collection of non-clinical and clinical waste. • Antibacterial hand gel station located at entrance to testing queuing area (continuously topped up and ready for use) and others located at suitable positions throughout the testing process. • Disinfectant containers of wipes supplied throughout testing area – to allow suitable and sufficient cleaning of surfaces etc. • Disposable tissues provided in all testing bays – to facilitate person taking test blowing their nose prior to using swab. • Prevention of personal items (such as bags) being brought into the area – to minimise the risk of cross contamination. 				
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3. Specific Activity	4. Specific Hazards and the Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
2) Registering persons to carry Out testing.	<p>The spread of Covid-19 Corona virus due to close contact with others that may carry the virus, but are asymptomatic carriers.</p> <p>The spread of Covid-19 Corona virus through coming into contact with surfaces such as tables, chairs etc where insufficient cleaning regime is in place.</p> <p>Mix up of results resulting with a person who has COVID-19 but is asymptomatic not being identified correctly</p> <p>Musculoskeletal issues due to incorrect DSE set up</p> <p>Risk of electrocution from damaged cables or equipment.</p> <p>Slips trips and falls</p> <p>Manual Handling Injuries – strains and sprains</p>	<ul style="list-style-type: none"> • Registration tables set at a distance of 2 metres apart - to ensure 2- metre social distancing between registrars and between persons being tested. • Wearing of suitable PPE by registrar and persons being tested– suitable face coverings (unless exempt). Registrar to wear Type 2 facemask at all times. • An antibacterial hand gel dispenser - located at the registration table (and continuously topped up ready for use). • All persons undertaking cleaning operations– have been briefed on cleaning methods post COVID -19 in a non-healthcare setting from the Government Advice Link found at:- https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Deep Cleaning of registration area and items in it by KGB Cleaners – to clean and disinfect objects and surfaces that are touched regularly in this area of high use. Items such as table surfaces etc. all cleaned using appropriate cleaning products including Selden, Saliency Extreme Veridical, Antibacterial Disinfectant and Selden spray and wiping with bleach. • Correct training of Registration Staff – to ensure bar-coding system is congruent and person tested gets the correct result without any mix-ups or confusion. Training for staff given at the following website: - https://go.tessello.co.uk/TestDeviceTraining/ • Registrars follow DSE guidance when setting up work area and have suitable rests from the workstation (at least five minutes every hour) • Ensuring that spillages are cleaned up immediately and that there are no trailing cables or items on left on the floor in the test area (pedestrian) walkways. • Laptops, bar coder and other electrical items undergone suitable PAT testing. 	5	2	5 x 2	10 (low)

		<ul style="list-style-type: none">• All items transported to test centre on trolleys (which are cleaned as part of the cleaning regime). Large boxes of equipment are broken down into smaller load and stocks are brought to the testing centre in sufficient quantities daily. Items stored away from pedestrian walkways.• All clinical waste generated from process to be bagged in yellow healthcare waste sacks, tied and disposed of in dedicated waste collection container for collection by contractor.				
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3. Specific Activity	4. Specific Hazards and the Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
3) Testing of persons for COVID-19, processing of the Lateral Flow devices and reading of the results.	<p>The spread of Covid-19 Coronavirus due to close contact with others that may carry the virus, but are asymptomatic carriers.</p> <p>The spread of Covid-19 Coronavirus through coming into contact with surfaces such as tables, chairs etc where insufficient cleaning regime is in place.</p> <p>Control of substances hazardous to health (COSHH) hazards from extraction solution (disodium hydrogen phosphate and sodium phosphate)</p> <p>Contact by Testing Assistant with bodily fluids (vomit/ mucus/ blood) from person being tested and being swabbed for COVID-19</p> <p>Musculoskeletal issues due to incorrect DSE set up</p> <p>Risk of electrocution from damaged cables.</p> <p>Slips trips and falls</p>	<ul style="list-style-type: none"> • Swabbing tables (bays)/ Processing Tables set at a distance of 2 metres apart - to ensure 2- metre social distancing between Testing Assistant and Process Officer and social distancing between persons being tested. • Screens installed around swabbing tables to create bays and to provide a physical barrier (and dignity) between individual persons being tested at different swabbing tables. To mitigate where 2 metre distances cannot be achieved. • Correct training of Testing Assistant and Process Officer – to ensure that the testing is carried out in an orderly manner, test samples are processed correctly and the correct procedures are followed if test subjects are found to be positive for COVID-19. Training for staff given at the following website: - https://go.tessello.co.uk/TestDeviceTraining/ • An antibacterial hand gel dispenser/ tissues and antiseptic wipes – present on the swabbing table (gel continuously topped up ready for use). • All persons (Testing Assistant) undertaking cleaning operations– have been briefed on cleaning methods post COVID -19 in a non-healthcare setting from the Government Advice Link found at:- https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Cleaning of swabbing bays by Testing Assistant, with Antiseptic wipes, of all contact surfaces between each test subject – areas cleaned include chair/ table surface/ mirror/ test tube rack. • Deep Cleaning of registration area and items used there by KGB Cleaners – to clean and disinfect objects and surfaces that are touched regularly in this area of high use. Items such as table surfaces and chairs etc. all cleaned using appropriate cleaning products including 	5	2	5 x 2	10 (low)

		<p>Selden, Selgiene Extreme Viricidal, Antibacterial Disinfectant and Selden spray and wiping with bleach</p> <ul style="list-style-type: none"> • All test subjects are shown and asked to read the poster ‘ Take Swab Sample’ Step by Step Guide – before attempting to take a swab in order to prevent incorrect swabbing technique and swabs becoming lodged in throat or causing vomiting, bleeding etc. • Duty First Aider (kitted out with suitable PPE) - available at all times if required by persons in the testing area. • Testing Assistant and Process Officer must wear suitable PPE at all times including nitrile gloves (which meet regulation EU 2016/425), visors and a type IIR fluid resistant mask. The gloves must be changed and disposed of after every each test subject. Nitrile gloves to protect both against COVID-19 and against the solutions present in the extraction fluid. • Any spillages of extraction fluid – contaminated surfaces cleaned immediately by Testing Assistant Waste generated disposed of into correct waste stream. • Extraction solution that has expired to be disposed of by testing assistant into correct waste stream. • Contactless waste bins (for all waste steams created) present in each Swabbing Bay – for collection of non-clinical and clinical waste. • Process Officer to follow DSE guidance when setting up work area and have suitable rests from the workstation (at least five minutes every hour) • Ensuring that spillages are cleaned up immediately and that there are no trailing cables or items on left on the floor in the test area (pedestrian) walkways. • Laptops and other electrical items used must have undergone suitable PAT testing. • All items transported on trolleys (which are cleaned as part of the cleaning regime). Large boxes of equipment are broken down into smaller load and stocks are brought to the testing centre in sufficient quantities daily. • Carrying Safety Data Sheets - for all chemicals being handled during testing in the Lateral Flow Testing Devices (disodium hydrogen phosphate and sodium phosphate). 				
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3. Specific Activity	4. Specific Hazards and the Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
4) Dealing with students and staff who test positive for COVID-19 using the Lateral Flow Test.	<p>The spread of Covid-19 Coronavirus due to close contact with others that have tested positive.</p> <p>The spread of Covid-19 Coronavirus due to close contact with asymptomatic carriers.</p>	<ul style="list-style-type: none"> • All persons testing positive for COVID-19 with the Lateral Flow Test taken 30 minutes previously and which has been allowed to 'equilibrate' in order to produce an accurate result, to be identified by the Process Controller and removed from their lesson or their location within the College and arrangements made for them to leave site immediately with a polymerase chain reaction (PCR) test for them to use in order to authenticate their LFD result. Person testing positive to leave site immediately either with their legal guardian/s or in a Taxi-cab (Please note – there is an arrangement in place that the Taxicab firm to be used are willing to take persons who are Covid-19 positive back to their home) Process Controller to make arrangements which enable them to keep in contact with the person testing positive until they have taken the PCR test and the result has been determined. • Persons identified as having had direct close contact with person testing positive – given the opportunity to undergo 'daily contact testing' which will allow these people to stay at college if they agree to be tested for seven days following last contact with a positive case and that test is negative. Note:- that if staff or students, who have tested positive and are on the seven-day testing regime, cannot take a test (e.g. on the weekend) then they must self-isolate for that day, and resume daily contact testing on their return to college. If they return after the seven days are finished, then they should take one final test, and if it is negative, they can return to college. 	5	2	5 x 2	10 (low)

7. Activities identified as requiring more specific assessments:

NOTES: Calculation of risk rating factor

Severity is based on there being no control measures in place.

Probability is calculated on basis of existing control measures in place.

A: Severity of incident		B: Probability of occurrence		Determining action priority	
Insignificant	1	Very unlikely	1	1 – 10	Low priority (Action if reasonably practicable; otherwise, acceptable)
Minor	2	Unlikely	2	11 – 15	Medium priority (Must take action)
Significant	3	Possible	3	16 – 25	High priority (Must take action)
Major	4	Likely	4		
Fatality	5	Very likely	5		

8. FURTHER CONTROL MEASURES TO BE ACTIONED (if applicable)

(Timescale to take account of action priority)

a. Further control measures to be actioned	b. Action by	c. Target date	d. Further control measures checked	e. Revised risk rating (A x B = C)
Information and training needs				