

Risk Assessment – Testing of staff and students

The College is following the ‘Clinical Standard Operating Procedure (SOP) - Rapid Asymptomatic Testing in Secondary Schools and Further Education Colleges’ (this can be found [here](#)) and associated guidance and training materials provided by the DfE and government guidance as appropriate as well as legal advice provided by Stone King via the Sixth Form Colleges’ Association.

Asymptomatic testing of staff has been in place since Monday, 11th January with staff who continued to attend College participating in twice weekly tests. By 5th March, staff will have been issued with home testing kits as per the updated ‘Further Education Coronavirus Operational Guidance February 2021’ and will test at home twice weekly. The guidance can be found in full [here](#).

Testing arrangements are in place to conduct onsite testing for students on their return, with one test completed and a negative result confirmed prior to a return to classroom teaching. Students will subsequently receive two further tests onsite before the transition to twice weekly home testing. The College will issue home testing kits in the week commencing 15th March. Please refer to the separate risk assessment in relation to testing on site. The College has followed the ‘Clinical Standard Operating Procedure (SOP) - Rapid Asymptomatic Testing in Secondary Schools and Further Education Colleges’ in planning its testing arrangements. This can be viewed in full [here](#).

Senior staff will have individual discussions with people unable to wear a mask or conduct testing.

Assessment Date	03/03/21	Lead Assessor	Ed Senior
Activity/task			
Description of task/process/environment being assessed	General and clinical activities on the asymptomatic testing site at Worcester Sixth Form College.		
Activities involved	Testing College students		
Location	Gym		
Who might be affected	Staff and students		

	Hazard	Risk description	Control measures and mitigating considerations	Person responsible	Notes
1	Contact between subjects increasing the risk of transmission of COVID-19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> 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 	EYS	Student protocols make clear that staff should not attend College if they have symptoms.

			<p>within 10 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</p> <ul style="list-style-type: none"> • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the testing area. • Face coverings/masks to be worn by subjects (unless exempt) at all times whilst in the testing area except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all students. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by registration staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through testing site by staff conducting the testing. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by registration staff. • 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 & sampling staff. • A one-way flow of subjects through the testing area is to be initiated and maintained at all times. Compliance with this is to be ensured by testing staff. • Cleaning: Regular cleaning of the site including wipe down of all potential 	<p>CJH</p> <p>EYS</p> <p>Testing team</p> <p>CJH</p> <p>SLT/Testing team</p> <p>CJH</p>	<p>Instructional posters in place.</p> <p>2m markings in place throughout corridors and the testing site to indicate the distance to be maintained.</p>
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			<p>touchpoints in accordance with PHE guidance.</p> <ul style="list-style-type: none"> • Frequent deep cleaning of test area and cleaning in between each test subject • No physical handing of documents to subjects except registration forms and barcodes. • All staff to have completed relevant training for their role and provided certification • Separate waiting area with registration and test area in different rooms. 	<p>Testing team</p> <p>EYS</p> <p>CJH</p> <p>Testing team</p>	<p>All staff involved in testing have completed training. Established registration area in hall. 2m distancing physically marked.</p>
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & registration		<ul style="list-style-type: none"> • Physical distancing to be maintained • Perspex screens in place where appropriate • Staff conducting testing to wear appropriate PPE • Subjects to be asked if they have any anxieties regarding the process – taken into account when assigned to processing desk • Subjects to be reminded of need to use hand sanitiser and the need to wash hands • Posters on effective hand washing prominent in area • Staff and students to wear masks 	<p>Testing team CJH</p> <p>Testing team</p> <p>Testing team</p> <p>CJH</p> <p>EYS</p>	<p>Completed form to confirm PPE training and appropriate supplies</p>

			<ul style="list-style-type: none"> • Appropriate training for all staff conducting training and provided certification • Frequent deep cleaning of test area and cleaning in between each test subject • Regular checks of processes, security and competency by accountable person with report to designated person. • Scheduled break to be included in testing session lasting 2 hours or longer to enable staff to have a rest break. Appropriate protocols regarding PPE will be followed. 	<p>CJH/Testing team Testing team/EYS</p> <p>Testing team</p>	All staff involved in testing have completed training.
3	Contact between subject and member of staff providing guidance on how to conduct test increasing the transmission of COVID19		<ul style="list-style-type: none"> • Physical distancing to be maintained • Staff conducting testing to wear appropriate PPE • Subjects to be reminded of need to use hand sanitiser and the need to wash hands • Staff and students to wear masks • Appropriate training for all staff conducting training and provided certification • Frequent deep cleaning of test area and cleaning in between each test subject • Subject to be instructed on correct procedure for sample taking; signage available to guide them. Includes blowing of nose and sanitisation of hands • Regular checks of processes, security and competency by accountable person with report to designated person • Scheduled break to be included in testing session lasting 2 hours or longer 	<p>Testing Team</p> <p>EYS</p> <p>CJH/testing team</p> <p>Testing team/EYS</p>	All staff completed up to date training

			to enable staff to have a rest break. Appropriate protocols regarding PPE will be followed.	Testing team	
4	Contact between processor and test subject increasing the transmission of COVID19: Sample transport		<ul style="list-style-type: none"> Physical distancing to be maintained Staff conducting testing to wear appropriate PPE (full PPE for this station) Gloves to be changed after every subject and correctly removed and disposed of Bins to be open top and correct waste bag inside Subjects to be reminded of need to use hand sanitiser and the need to wash hands Staff and students to wear masks Whole station and seat to be wiped down after every subject, Frequent deep cleaning of test area and cleaning in between each test subject All staff to have completed relevant training for their role and provided certification Trained cleaning staff in full PPE present to deal with any spillages Regular checks of processes, security and competency by accountable person Tests kept on a plastic tray and remains horizontal Trays only held by trained staff Scheduled break to be included in testing session lasting 2 hours or longer to enable staff to have a rest break. Appropriate protocols regarding PPE will be followed. 	Testing team CJH Testing team EYS Testing team EYS EYS/CJH Testing team/EYS Processors Processors	
5	Contact between		<ul style="list-style-type: none"> Physical distancing to be maintained 	Testing team	

	processors and samples provided increasing the transmission of COVID19: Sample processing & analysis.		<ul style="list-style-type: none"> • Staff conducting testing to wear appropriate PPE • Subjects to be reminded of need to use hand sanitiser and the need to wash hands • Staff and students to wear masks • Frequent deep cleaning of test area and cleaning in between each test subject • All staff to have completed relevant training for their role and provided certification • Tests kept on a plastic tray and remain horizontal for full 30 minutes and are not touched by staff • Regular checks of processes, security and competency by accountable person with report to designated person • Constant checking of result to enable swift identification of any positive or invalid test results • Positive LFT cases to be identified immediately and informed of their legal responsibility to isolate 	<p>Testing team/CJH</p> <p>EYS</p> <p>Processors</p> <p>Testing team/EYS</p> <p>Processors</p> <p>EYS/SLT</p> <p>Testing team</p>	<p>Guidance issued by DfE that from 25/1/21 PCR tests should not be issued to staff. Contact tracing will be triggered by the College recording a positive result.</p>
6	Contact between processors and samples increasing the transmission of COVID19: Sample disposal and		<ul style="list-style-type: none"> • Physical distancing to be maintained • Staff conducting testing to wear appropriate PPE • Subjects to be reminded of need to use hand sanitiser and the need to wash hands • Staff and students to wear masks 	<p>Testing team</p> <p>EYS</p>	

	waste disposal		<ul style="list-style-type: none"> • Appropriate training for all staff conducting training • Regular quality checks of processes security and competency by accountable person each with significant laboratory experience • Completion of daily incident sheet • Frequent deep cleaning of test area and cleaning in between each test subject • Trays are handled to tip cartridge into correct clinical waste bag • Trays to be cleaned and sanitised • Bins can be no more than two thirds full before being tied off and placed in labelled wheelie bin prior to collection • Clinical waste to be regularly collected • General waste to be entered daily to avoid clutter 	<p>Testing team</p> <p>Processors Testing team/CJH</p> <p>Processors</p> <p>Processors</p> <p>CJH/Cleaners</p> <p>CJH CJH</p>	
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 2 identical barcodes are provided to subject at check in • The subject's details to be registered using a unique ID barcode before proceeding to test area • Barcodes are attached by trained staff at the sample collection bay • Barcodes are applied to the Lateral Flow Device • Date of test and barcode held securely and transferred to local site COVID register 	<p>Testing team</p> <p>Processors</p> <p>Processors</p> <p>Testing team</p>	
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"> • Rule based recall of subjects who have not received a result within 24 hrs of registration • Subjects are called for a retest 		

9	Extraction solution which comes with the 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, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> • 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. • 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 lab's waste disposal procedures • Do not use if the solution has expired • Training provided in handling samples. Adhere to guidelines in these training procedures to prevent improper handling. 	CJH CJH CJH/Cleaning staff EYS/CJH	
10	Injury	Risk of personal injury from test being conducted	<ul style="list-style-type: none"> • Very low risk given that all tests will be self-administered • Trained staff providing guidance and reassurance as to how to conduct the test • Printed instructions provided at swabbing station 	EYS	
11	Transmission of virus to test subject	Virus transmitted to test subject	<ul style="list-style-type: none"> • Appropriate PPE worn by all staff involved in the testing process • One way system in place 	Testing team CJH	

		whilst in the test area	<ul style="list-style-type: none"> • Separate waiting area with registration and testing in different rooms • Compliance with face masks by test subjects • Hand sanitiser provided at all stations • Staff involved in testing are being tested weekly 		
12	Testing area not suitable	Conditions of testing area are unsuitable	<ul style="list-style-type: none"> • Gym has non-porous flooring • Standard operating procedures followed for set up of testing area • Room temperature 15-30 degrees • Daily quality checks by accountable person of test area • Designated area for putting on and removing PPE 	CJH	
13	Manual handling	Injury caused by incorrect manual handling procedures	Premises staff trained in safe manual handling practices.	CJH	
14	Unauthorised access by members of the public	Risk to staff and students posed by unauthorised access.	Site access restricted. No access to members of the public	EYS	
15	Use of shared equipment	Transmission of the virus leading to ill health or potential death	No physical handing of documents to subjects except barcodes	Testing team	

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 conducting training	EYS	08/01/21	08/01/21
2	All required training modules to be completed by relevant staff and certification to be provided	EYS	Ongoing	28/02/21

Additional Notes	