



Brook Learning Trust

# The Hayesbrook School

## Workplace Risk Assessment - Covid-19

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Date: 17<sup>th</sup> May 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, systems of control 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>

## Hand Washing and Hygiene

Controls Required	Additional Controls	Completed By	Timeframe	Commentary
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.
Sufficient hand wash facilities with soap and water available	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.
Stringent hand washing	Staff and students reminded to avoid touching face, eyes, nose or mouth with unclean hands	SLT	15 June onwards	
Drying of hands	Stocks of hand soap and dispensers monitored and topped up	Estates	12 June 20 onwards	Monitored by Housekeeping daily
Staff encouraged to protect their skin with hand creams	Tissues to be made available throughout the operating areas and stocks checked	Estates	12 June 20	Monitored
Students to sanitise hands and remove face	Posters to remind all premises users to wash their hands	Admin	10 June 20	Posters displayed: further stock available
	Routines in place to ensure that students thoroughly sanitise their hands on entry and that contaminated	SLT	1 Sept 20	Disposal bags available on entry to school site for used/ disposable masks. All entry

coverings used on transport as they enter school	face coverings are removed and placed in their bags and clean face coverings are put on.			points equipped with sanitiser.
Social and Physical Distancing				
Controls Required	Additional Controls	Completed By	Timeframe	Commentary
<p><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.</p> <p><u>Classrooms</u> All desks facing forward with maximum distance between desks possible. 2m required between teacher and students.</p>	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 in other 'common' areas to mark distancing measures	Admin & Estates	11 June 20	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	Procedure for visitors emailed to all staff and discussed in staff training.
	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	Safe ways of working document issued to all visitors.	

<p><u>Taster Sessions</u></p> <p>Parents not allowed access on site. Students socially distanced in all sessions. Hand sanitiser provided at each point of the session.</p>	<p>Where meetings involve more than 6 attendees, they should not take place face to face, and instead should be held virtually (unless there is a significant requirement for meeting face to face and the meeting space is sufficient to adhere to social distancing measures). Face coverings should be worn.</p> <p>Students to be met in the car park by members of staff. Ensure hands are sanitised on arrival.</p> <p>Seating in hall and taster areas to be set out to allow for 2m distance. Back to back or side working where possible. All students to sanitise hands at each session.</p> <p>Extended cleaning of areas in use before and after sessions.</p>	<p>SLT</p> <p>SLT/ All staff</p>	<p>17 May 2021</p> <p>9 June 2021</p>	<p>Groups of staff meeting continues to be limited. This is also in place for parent meetings. Safer ways of working document updated.</p> <p>In place to ensure safety of primary school children attending school site for transition sessions.</p>
<b>Cleaning</b>				
<b>Controls Required</b>	<b>Additional Controls</b>	<b>Completed By</b>	<b>Timeframe</b>	<b>Commentary</b>
<p>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</p>	<p>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.</p> <p>Staff will clean their own (personal) areas as they move locations. Day cleaners will clean IT rooms</p>	<p>Estates</p> <p>Estates</p>	<p>4<sup>th</sup> Jan 21</p> <p>4<sup>th</sup> Jan 21</p>	<p>Reviewed daily</p> <p>Reviewed daily</p>

particularly in areas of high use such as door handles, light switches, reception areas etc	after each lesson, including chairs, keyboards and monitors.  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.  *There are currently good stocks of hand soap, hand sanitiser, wipes and disinfectants	Estates	4 <sup>th</sup> Jan 21	Reviewed daily
	Rigorous checks to be carried out by site manager on duty to ensure necessary procedures are being followed	Estates	11 June 20 ongoing	To be monitored through use of checklists issued by Estates Manager

### Managing transmission risk - Staff

Controls Required	Additional Controls	Completed By	Timeframe	Commentary
<u>Testing for Covid-19</u>	All staff will be given two Covid-19 tests per week to undertake from home, in line with current DfE guidelines. This testing is voluntary.	Testing Team Leader	8 March onwards	Kits arrived 2/3 and process put in place to monitor distribution. Communicated to staff on 2/3.
<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  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	Admin/site  Estates	15 June 20  12 June 20	In place  In place
<u>Staff Facilities</u> Social distancing to be adhered to and use of items such as	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	To be monitored

<p>kettles/boilers sanitised after use as per above</p>	<p>Signs posted in relevant locations reminding staff of their obligations</p>	<p>Admin/site</p>	<p>15 June</p>	<p>To be actioned</p>
<p><u>PPE</u> Wearing of gloves is not a substitute for good hand washing. Face coverings should be worn in communal areas of the school where social distancing is not possible.</p>	<p>After individual risk assessment with line manager, staff who feel the need to wear PPE will be supported to do so.</p> <p>All staff and visitors are to continue to wear a face covering when moving through shared indoor areas of the school where it's difficult to maintain social distancing. This includes corridors and common areas. Face coverings are not required when outdoors on the premises or in the classroom.</p> <p>Face visors or shields should not be worn as an alternative to face coverings.</p> <p>Spare face masks available for staff/students who forget to bring one.</p>	<p>Line Managers</p> <p>SLT &amp; Admin</p>	<p>1 June onwards. Repeated in July for September reopening</p> <p>17 May 2021 onwards</p>	<p>Individual return to work conversations have taken place with risk assessments completed where necessary.</p> <p>Information regarding the safe use of face coverings shared with families and safe ways of working document updated. Posters around the academy.</p>
<p><u>Visitors and Contractors</u> All usual briefing and checks are still in force</p>	<p>Visitors and contractors briefed on BLT Safe Ways of Working and any site-specific arrangements by the member of staff responsible for their presence.</p> <p>Visitors and contractors to provide additional information in order to comply with Test and Trace systems.</p> <p>Visitors to wear face masks when in communal areas of the school site.</p>	<p>Estates</p> <p>Site manager or member of staff</p> <p>Admin Team</p> <p>Site manager/Admin</p>	<p>5 Nov 2020</p> <p>12 June 2020</p> <p>From Sept 2020</p> <p>8 Mar 2021 onwards</p>	<p>Spare masks available to staff/students.</p> <p>Visitor procedure and documentation in place and shared with staff.</p> <p>Test and Trace form and procedure in place.</p> <p>Spare face masks available to visitors.</p>

<b>Managing transmission risk - Students</b>				
<b>Controls Required</b>	<b>Additional Controls</b>	<b>Completed By</b>	<b>Timeframe</b>	<b>Commentary</b>
<u>Testing for Covid-19</u>	All students will be offered three lateral flow Covid-19 tests on-site, 3-5 days apart, from 8 March as they return to school.	Testing Team Leader	From 4 March 2021	See Appendix A for further details.
	Once three on-site tests have been carried out, students will be provided with home testing kits and asked to test at home twice a week. For students aged 11, an adult will be required to administer the test for them.	Testing Team Leader	From 15 March at the earliest	
	A testing bay will remain operation on-site for those students unable or unwilling to test at home.	Testing Team Leader	From 15 March	
<u>Grouping children together</u> Students to be grouped together to limit contacts	Students organised into appropriately sized groups (bubbles).	SLT	1 Sept 2020	Timetable adjusted so that pupils spend their time in school within a Year group bubble. All bubbles are less than 90 pupils.
<u>Avoiding contact between groups</u> Contact between groups minimised at all points to limit risk	Groups of students based in different parts of the school for lunch and break times and where possible teaching spaces.	SLT	1 Sept 2020	Timetable and duty rota adjusted to allow bubbles to be placed in different sections of school.
	Student movement between lessons minimised where possible.	SLT	1 Sept 2020	Any movement between lessons follows marked areas to avoid interaction with other bubbles.
	Transition routes for each group set out and communicated to all staff and students.	SLT	1 Sept 2020	As above.
	Contact between groups limited via: <ul style="list-style-type: none"> <li>Staggered break and lunch times</li> <li>Students appropriately supervised during break and lunch to support the maintenance of the discrete groups</li> </ul>	SLT	1 Sept 2020	All assemblies to be delivered remotely to tutor groups. Split break/lunch time to minimise contact. Duty rota re-written to match



	<ul style="list-style-type: none"> <li>• Avoid assemblies, or large gatherings between groups.</li> <li>• Equipment sanitised and quarantined when used between groups.</li> </ul> <p>Students asked only to bring in required equipment.</p> <p>Students segregated into groups as quickly as possible when entering site. Groups maintained for as long as possible when exiting the site.</p> <p>Appropriate wet weather arrangements in place when outside areas unavailable.</p> <p>Students are no longer required to wear face coverings whilst on the school site.</p> <p>From 4 May students will no longer stay within specified year group areas of the school. Students will be able to be taught in subject specific areas. Clearly marked one way entrances and exits will continue to minimise contact. All other measures to continue - separate lunch/break/end of school day times. Lessons to continue to start from designated area in the playground.</p> <p>Students to be given clear instructions on new guidelines including using one way systems and wiping all computer equipment before use.</p>	SLT	1 Sept 2020	new arrangements.
		SLT	1 Sept 2020	Communicated to parents in July 2020 and re-communicated in September.
		SLT	1 Sept 2020	Entry split in to two entry points that then feed in to 3 separate entry points.
		SLT	1 Sept 2020	Wet areas managed by SLT team with designated wet break areas. Staff emailed in morning if potential wet break could occur.
		SLT	17 May 2021	Ongoing.
		SLT and staff	4 May 2021 onwards	Ongoing
		SLT and Staff	4 May 21 onwards	Ongoing

Health and Safety				
Controls Required	Additional Controls	Completed By	Timeframe	Commentary
<u>Fire</u> Staff and students continue to obey fire evacuation procedures and assembly points	Fire evacuation is to continue as practiced.  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  *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.	SLT  SLT	ASAP when building full	Academy has undertaken regular fire evacuation practice in term 6.  SLT have created Covid Fire marshall plan and evacuation practice occurred w/c 28 <sup>th</sup> Sept. New marshall training for revised plan completed w/c 21 <sup>st</sup> September.  FIRE 'Trumps' COVID
	<u>First Aid</u> First aid provision to be maintained	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.  Briefing and consultation with First Aiders regarding the above advice.  PPE equipment (visors, gloves etc) sourced and stored in a specific mobile kit for dealing with suspected cases of Covid-19.	First Aiders  Estates  Estates  Estates	12 June 20  11 June 20  11 June 20  5 Oct 2020

HSE Ventilation guidance updated 5 Oct 2020	<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>			
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## 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. Share information with EM and CEO.
	Pastoral staff to remain in contact with families where a suspected case is identified.	SLT	22 June 20	Procedures updated to conform to latest DfE advice w/c 21 <sup>st</sup> September.
	Regular communications to families regarding government guidance, school attendance and self-isolation where required.	SLT	March 20 onwards	Ongoing.
<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</p>	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. Share 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

IMMEDIATELY so that individuals who MAY have been in contact can be advised.	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> <li>• Temporary halt to the reopening process</li> <li>• Deep clean initiated.</li> </ul>	Estates	22 June 20	Flowchart of actions in place if student or staff member displays symptoms
	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.	Line Manager HR Estates	Ongoing	Ongoing dynamic RA as reports come in from Occupational health
	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.	SLT	1 Sept 2020	Processes in place.

## 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	Daniel Hatley, Executive 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, Daniel Hatley - Executive Principal, Collette Nelson - Head of School, Kevin Dickinson - Estates Manager, Billy Morrit - Site Manager.
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

24 <sup>th</sup> August 2020	Pre-opening inspection	Nic Taylor, Interim CEO, Daniel Hatley, Executive Principal, Seb St John, Head of School
11 <sup>th</sup> September 2020	Review	Kevin Dickinson, Estates Manager
24 <sup>th</sup> September 2020	Review and amendments	Seb St John, Head of School, Kevin Dickinson, Estates Manager
30 <sup>th</sup> October 2020	Reference to ventilation added to document	Kevin Dickinson, Estates Manager
5 <sup>th</sup> November 2020	Document reviewed in light of national lockdown	Daniel Hatley – Executive Principal, Kevin Dickinson, Estates Manager
2 <sup>nd</sup> December 2020	Review undertaken following the end of National Lockdown and Kent being placed into Tier 3	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.	Seb St John - Head of School, Kevin Dickinson – Estates Manager
18 <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.
26 <sup>th</sup> February 2021	Full review of arrangements undertaken ahead of full reopening of schools on 8 March.	Seb St John - Head of School, Kevin Dickinson- Estates Manager, Ruth Murphy - Executive Support Officer
5 <sup>th</sup> May 2021	Full review of arrangements and amendments made to student movements around the site.	Seb St John - Head of School, Ruth Murphy - Executive Support Officer
17 <sup>th</sup> May 2021	Amendments regarding the wearing of face coverings following changes to DfE guidance for 17 <sup>th</sup> May.	Seb St John - Head of School, Ruth Murphy - Executive Support Officer
9 <sup>th</sup> June 2021	Review undertaken to include Year 5 & 6 taster days.	Seb St John – Head of School

**This document will be reviewed within 7 days of implementation thereafter at regular intervals of not less 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	08/01/2021	Lead Assessor	Nicki Young	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 Hayesbrook School						
<b>Activities Involved</b>	Traversing the site on foot Testing University staff and students					<b>Location</b>	Main Hall
<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?
				Probability	Severity	Risk	Action No
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>• <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 10 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. Subjects to be asked whether they have experienced any of the above mentioned symptoms on arrival to the test centre and advised accordingly should they be symptomatic.</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>• Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. A tray will be made available to the test subject that this can be stored in whilst the swabbing is taking place. All trays to be sanitised with disinfectant between test subjects.</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 staff.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building by supervising staff.</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</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 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 <del>staff</del>.</li> <li>• <b>Cleaning:</b> 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> <li>• No personal belonging will be brought into the test centre</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>• The Registration Assistant will greet the subject and ask them whether they have symptoms of COVID-19</li> <li>• The NHS registration process will be completed by the Recording Assistant after the test has been conducted to avoid congestion at 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 of chairs 2 metres or more apart where people can sit whilst</li> </ul>	1	4	4	

			waiting for their test. Face masks will be worn at all times whilst in the waiting area.				
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, pair of gloves and a plastic disposable apron at all times whilst in the testing centre. Gloves will be changed after every test sample.</li> <li>There will be a plastic screen between the subject and sampler so that the virus can't be flicked by the testing stick towards the sampler directly and to guard against coughing and sneezing when the face mask is removed.</li> </ul>	1	4	4	
4	Contact between subject 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, one pair of gloves.</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	
	Contact between subject 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	
	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 recorder 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	
	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>Subjects will be given an envelope at the registration desk that has the registration card and vial labelled with the matching bar code. A third bar code will be in the envelope to be used on the Lateral Flow Device at the last stage of the testing process.</li> <li>The subject will put their envelope into a tray at the tester's desk. All of the equipment used and the registration card will be kept in the tray and passed to the end of the testing process as one unit.</li> <li>Timers will be used for each testing sample to ensure that time guidelines for a conclusive positive and negative test are adhered to and avoid incorrect results being issued.</li> <li>The processor will double check that the 3 bar codes correspond before sticking the bar code to the LFD.</li> <li>All test results will be agreed and confirmed by both the Processor and the Team Leader.</li> </ul>	1	4	4	



	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicate to individual	<ul style="list-style-type: none"> <li>• Barcodes will be checked by the Processor to ensure they correspond.</li> <li>• Should the bar code fail to scan this will be input manually</li> </ul>	1	4	4	
6	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: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> <li>• <b>PPE:</b> 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>• <b>Environmental:</b> do not let product enter drains</li> <li>• <b>Spillages:</b> 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 the conference room.</li> <li>Registration desk is by the side entrance to the main hall which is manned and therefore unauthorised personnel will be seen as soon as they enter the building. The other access door to the hall is only accessible using staff ID card</li> </ul>	1	1	1	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> <li>The testing room has a flat surface. The electric cables that link to the computers have rubber mats over them to prevent people from tripping on them.</li> </ul>	1	4	4	
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, only steps to the stage but no part of the LFD test is conducted in this area. Supervising staff will ensure subjects do not deviate to this area.</li> </ul>	1	2	2	
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 team when they have finished using them.</li> </ul>	1	5	5	

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		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator		

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 - 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.</b>		
Persons involved in assessment	Nicki Young, Head of Academy Administration	
Signature of Lead Assessor	Nicki Young	Date 12.1.2021

Reviews – 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					
20/1/2021	Quality Assurance Review undertaken	Kevin Dickinson					
10/2/2021	Quality Assurance Review undertaken	Kevin Dickinson					
24/2/2021	Quality Assurance Review undertaken	Kevin Dickinson					

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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**Declaration by employees involved in the activity detailed above** – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

Employee Name	Signature	Supervisor Name	Date

Employee Name	Signature	Supervisor Name	Date