

Covid 19 Risk Assessment – v110121 (Additions in bold italics)

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| Activity | School Operation during COVID-19 pandemic Lockdown | | | Likelihood x Severity = Risk Rating | SEVERITY | | | | |
| | POOLE HIGH SCHOOL | | | | 1 Negligible injury No lost time | 2 Minor injury Lost time <7 days | 3 Major injury Lost time >7 days and <3 months | 4 Severe or fatal injury >3 months lost time | |
| Department | | | | LIKELIHOOD | 1 Rare | 1 | 2 | 3 | 4 |
| Assessed By | Mr. D. Newman | | | | 2 Unlikely | 2 | 4 | 6 | 8 |
| Assessment Date | January 2021 | Date Review Due | As required | | 3 Likely | 3 | 6 | 9 | 12 |
| | | | | | 4 Certain | 4 | 8 | 12 | 16 |

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| Reference |
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| RISK RATING (Likelihood x Severity = Risk Rating) | | |
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| 1 – 2 | Low | No further action necessary. Controls to be monitored to ensure that they remain suitable. |
| 3 – 4 | Medium | If likelihood is likely or certain, identify and implement further controls as soon as is practicable. In all cases controls to be monitored to ensure that they remain suitable. |
| 6 – 9 | High | If likelihood is likely or certain, identify and implement further controls without delay. In all cases controls to be monitored to ensure that they remain suitable. |
| 12 - 16 | Extreme | Activity must not proceed until further controls have been identified and implemented, to reduce risk rating to an acceptable level. |

This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your premises. ***There is one appendix – the risk assessment for Lateral Flow Testing***

| Hazard/Task | Who might be harmed? | Existing control measures | Risk rating | | | What other controls are needed? | By when? | Person responsible |
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| | | | L x S = R | | | | | |
| | | | L | S | R | | | |
| Spread of Covid 19 Corona virus causing mild to severe illness and possibly fatalities | Children | The school is only open to students of Critical Workers and those students considered vulnerable. <i>The new strain combined with the ration of positive cases has heightened the risk. The school is now in lockdown.</i> <i>Therefore provision on site should only be 'where essential' to ensure Critical Workers can get to work</i> When students are on site they will wear a face mask in the classroom and in communal areas unless they have a medical exemption in which case a lanyard will be worn to identify them. <i>Each of these will be reviewed on an individual basis and students refusing to wear</i> | 3 | 3 | 9 | All students and their families must cooperate with the NHS track and trace process. Details will be sent home with the student. Each year group will | | |

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| | | <p><i>a face covering may be asked to work separately or off site if there is not the capacity to supervise them</i></p> <p>If a student develops symptoms or has been told to self-isolate they should contact the school straight away either by phone (01202 666988) or email (school@poolehigh.poole.sch.uk) this includes weekends and school holidays</p> <p>Students must not attend if they have symptoms or are self-isolating due to a confirmed case in their household. The child and those in their household are encouraged to test if symptomatic.</p> <p>The school will undertake routine testing of all consenting students. This will allow us to identify asymptomatic students unknowingly spreading the virus</p> <p>Year groups will remain segregated on site</p> <p>All classrooms will be well ventilated at all times.</p> <p>Students will be encouraged to walk or cycle to school and avoid public transport where possible.</p> <p>Each year group will be allocated a specific bike shed</p> <p>At break and lunchtime each year group will be allocated a zone and must remain in that zone throughout break.</p> <p>We will operate a staggered lunchtime so that only one year group is in the dining room at any time</p> <p>If a pupil becomes unwell in the setting with a new continuous cough, a high temperature or loss of taste or smell, arrangements should be made immediately for them to be sent home. A test for COVID-19 must be booked and the school notified of results.</p> <p>Steps to be followed when a child shows symptoms</p> <ol style="list-style-type: none"> 1. Call for a first aider or a member of the SLT 2. First aider will be provide with correct PPE, if required, and take the student to an isolation | | | <p>have a designated secure area for bike storage.</p> <p>All parents will be asked to provide a lunch and snacks where possible.</p> <p>Specific risk assessments will be available for departments using a wide variety of equipment.</p> <p>Additional staff on duty at the start of day to ensure all students are wearing a mask.</p> | | |
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| | | <p>room. A separation of 2 mtrs. Is to be maintained at all times.</p> <ol style="list-style-type: none"> 3. Reception to contact the named relative to arrange for immediate collection of the student 4. The isolation room will be cleaned once the student has left. <p>Students to use their own equipment throughout the day.</p> <p>On notification of a confirmed case the following steps will be taken</p> <ul style="list-style-type: none"> • Seating plan will be used to confirm all staff and students who have been in close proximity. Once confirmed these students/staff will be sent home and told to self-isolate for 10 days. • PHE will immediately be informed and all steps followed. • Deep clean of affected areas | | | | | |
| <p>Spread of Covid 19 Corona virus causing mild to severe illness and possibly fatalities. <i>The new strain is far more contagious</i></p> | <p>Staff including WSTP trainees, peripatetic teachers and agency supply staff</p> | <p>All staff are to work from home where possible</p> <p>All staff must wear a facemask if they are in any room with other staff or students unless they have a medical exemption in which case they must wear a lanyard If a member of staff develops symptoms or has been told to self-isolate they should contact the school straight away either by phone (01202 666988) or email (school@poolehigh.poole.sch.uk) this includes weekends and school holidays.</p> <p>WSTP trainees, peripatetic teachers and agency supply staff must contact the school if they have visited the site in the 48 hours prior to developing symptoms.</p> <p>Staff should not attend if they have symptoms, or are self-isolating due to a confirmed case in their household or they have been contacted by test and trace. Staff are encouraged to test themselves and those in their household if symptomatic.</p> | 3 | 3 | 9 | <p>All staff and their families must cooperate with the NHS track and trace process. Details will be sent home with the student.</p> | |

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| | | <p>Staff who fall into the higher risk category (BAME, Obese or diabetic) should arrange a meeting with the school HR officer so that a risk assessment can be undertaken.</p> <p>All staff must wear a mask when in a communal area</p> <p>All classrooms and offices will be well ventilated, doors and windows open.</p> <p>If a member of staff becomes unwell in the workplace with a new continuous cough, a high temperature or loss of taste or smell, they should be immediately sent home and advised to follow the national stay at home guidance. A test for COVID-19 must be booked and the school notified of the results.</p> <p>The school will follow the same steps as for a student with the exception being that HR will ring the named contact to arrange collection if the member of staff is unable to drive.</p> <p>On notification of a confirmed case the following steps will be taken</p> <ul style="list-style-type: none"> • Confirm students and staff who have been in close proximity to the confirmed case. • All students and staff will be sent home and told to self-isolate for 10 days • PHE will immediately be informed and all steps followed. • Deep clean of affected areas <p>The school will undertake routine testing of all consenting staff on a weekly basis. This will allow us to identify asymptomatic people unknowingly spreading the virus</p> | | | | | | |
| Visitors to site and parents dropping off students | Visitors, children staff | <i>Visitors are strongly discouraged from coming on site unless their journey is essential. Where possible, they should remain in their cars. New signage in the reception area explains that</i> | 1 | 1 | 1 | | | |

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| | | <p>exceeding the capacity in that area is now a reportable matter that the Headteacher will deal with.</p> <p>Guidance on social distancing and hygiene is explained to parents and reinforced with suitable local instructional signage. Request that parents respect social distancing for the safety of themselves, pupils and staff.</p> <p>Signage is in place to inform people of new movement arrangements such as one-way systems, markings on pavements/outside areas for queueing or keeping to the left-hand side of staircases, designated entry or exits for drop-off or collections for example.</p> <p>Parents should not attend the site. Where essential, they should only attend singly. Walking or cycling is encouraged, driving if necessary. Public transport is to be avoided.</p> <p>Parents will be asked to drop their student away from the main gate and not walk onto the site.</p> <p>Parents will be asked to remain in their car at all times during drop off and collection.</p> <p>Essential visitors arranged by pre-appointment only, reinforced with signage. Employees tasked with receiving visitors should be trained in the control requirements – social distancing where possible, hand-washing and sanitiser etc.</p> <p>Cash handling is strongly discouraged.in favour of Wise Pay payments.</p> <p>Items being used regularly by visitors are cleaned frequently e.g. passes. Where items cannot be easily or regularly cleaned, consideration should be given to temporarily removing them.</p> | | | | | |
| Supervision, safeguarding and resources | Children, Staff | <p>Ensure that appropriate and adequate supervision is in place at all times. Maintain ratios where applicable.</p> <p>Ensure that environment and resources are age appropriate.</p> | 1 | 1 | 1 | | |

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| Hand washing | | <p>Display PHE signage on hand-washing and infection control.</p> <p>Hand washing facilities with soap and hot water in place in premises</p> <p>Signage on display to remind staff and students of the need to frequently wash and dry hands using correct method.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with display of the relevant signage. Good husbandry in place.</p> <p>Staff must ensure that all waste including hand towels and tissues are disposed of in the appropriate bin.</p> <p>Soap and paper towel stock are checked regularly and topped up as necessary. Adequate stock levels are maintained. Staff are aware of how to report shortfalls by using the button on Calcium or directly.</p> <p>Hand sanitiser gel available are easily accessible from all areas in the school for staff and students where hand washing facilities are not readily available.</p> | 2 | 2 | 4 | <p>Hand sanitiser will be available at all entrance and exit points, offices and classrooms. Stock levels checked throughout the day.</p> | | |
| Toilets and showering facilities | Staff and children | <p>Signs and posters (available from Public Health England) are displayed to encourage awareness of good handwashing techniques and the need to increase the frequency of handwashing. Posters discouraging touching of the face are displayed in addition to tissue use for people who are coughing or sneezing</p> <p>.</p> <p>Clear guidance on the use and cleaning of toilets, showers and changing facilities should be set to ensure that they remain clean and social distancing can be maintained as far as possible.</p> <p>Access to toilets may need to be staggered to ensure that overcrowding does not occur.</p> | 2 | 2 | 4 | <p>Extra cleaning staff will be employed to ensure continuous cleaning throughout the day.</p> | | |

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| | | Enhanced cleaning regimes for these areas should be in place. These areas should remain free from personal possessions. | | | | | |
| Cleaning and waste disposal | | <p>A full deep clean must be undertaken prior to re-opening. Use standard cleaning products (detergents and bleach). Ensure that these are stored and used correctly and remain inaccessible to pupils.</p> <p>Premises cleaning has been increased along with frequent cleaning and disinfecting of objects and surfaces that are touched regularly such as door handles, light switches, handrails and lift switches, using appropriate cleaning products and methods.</p> <p>Frequently used items such as photocopiers, kettles, fridges, white boards & pens, access keypads are cleaned regularly or banned from shared use</p> <p>Equipment is cleaned regularly with frequent disinfection of surfaces that are touched regularly such as handles, on/off switches and controls .</p> <p>Ensure shared equipment such as outside equipment is appropriately wiped between group uses.</p> <p>If a pupil or staff member develops Covid-19 symptoms whilst using premises or equipment they are cleaned thoroughly. Leave for 72 hours if possible before cleaning.</p> <p>Regular waste collection and disposal throughout the day and at the end of every day. Ensure correct waste streams are used (provide training and guidance as appropriate).</p> <p>Arrange additional waste disposal collections (where appropriate).</p> | 2 | 2 | 4 | Additional cleaners to be recruited to allow cleaning throughout the day. Anti-bacterial wipes to be placed with all photocopiers | |

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| | | Staff to escalate any cleaning concerns for action. | | | | | |
| Social Distancing, entering and exiting buildings and movement around the premises and classrooms | | <p>Social distancing should be adhered to wherever possible and applies to all parts of the premises. If the social distancing guidelines cannot be followed, then a risk assessment must consider whether the activity needs to be carried out or if there are alternative means of working.</p> <p>Reduce movement where possible throughout the building. Consider access and egress routes, in addition to areas of high population; toilets, corridors, stair wells, break out areas, assembly halls and shared resources such as libraries and photocopiers and how social distancing can be maintained.</p> <p>Non-essential movement within the site is effective through the bubbled zones by Year Group. All staff are advised to use telephone or email communication rather than face to face conversations.</p> <p>Video and conference calls can be used instead of face to face meetings.</p> <p>The number of staff in any work area has been reduced to comply with the distancing requirement, such as 1 teacher, 1 TA and must be complied with.</p> <p>Windows are required to be opened to help air circulate (take into account fire, security and safeguarding).</p> <p>Work schedules are under continuous review, including start and finish times to reduce number of people on site at any one time. Where staff can work at home they have been advised to.</p> <p>Staff rest breaks have been staggered at different times to enable social distancing in eating areas and common rooms etc. Minimise activity times.</p> <p>Dedicated spaces including allocated rooms for teachers during the lockdown have been addressed. The cleaning regime has been reviewed.</p> | 2 | 2 | 4 | Each external door will be designated as either an entrance point or exit to maximise one way flow. | |

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| | <p>Desks have been repositioned e.g. in classrooms and the staffroom to allow social distancing with back to back or side by side working. Perspex screens installed in areas to further diminish risk.</p> <p>Clear desk policies and reducing personal belongings on site have been encouraged.</p> <p>Disabled access routes remain safe and accessible to those that require them.</p> <p>The numbers in lifts are limited. The use of the stairs is encouraged.</p> <p>Lone working procedures reviewed where social distancing has reduced the number of staff on duty.</p> | | | | | | | | | | | |
| <p>Travelling to and from work and work-related travel</p> | <p>Staff are encouraged to walk, cycle or travel alone in a vehicle. Social distancing has been reviewed and continues to be e.g. entry and exit routes including, bicycle storage.</p> <p>During lockdown, everyone is required to be more stringent regarding social distancing rules. Working from home is strongly advised and all meetings are via Zoom /Google meet.</p> <p>If the use of public transport is unavoidable, staff and students should wear face coverings. Hand hygiene at the end of journeys is strongly advised (washing for at least 20 seconds or sanitise hands as soon as possible.)</p> <p>Shared used of vehicles for people who do not live in the same bubble breaches safety guidance. This must not happen.</p> <p>Staff are to wash their hands on entering and leaving a building (if hand washing facilities are available). Otherwise use hand sanitiser.</p> <p>If travel is unavoidable staff should travel independently to an area and work independently always observing the 2m safe distancing. Masks should be worn at all times</p> | 2 | 2 | 4 | | | | | | | | |

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| | | <p>unless they need to be removed for essential activity – teaching, explaining...</p> <p>Surfaces which may have been touched such as handles should be cleaned regularly using gloves and standard cleaning products.</p> <p>Alcohol or soap-based cleansing wipes or spray is used on school vehicles to clean them periodically throughout the day and at the end of each shift e.g. keys, door handles, hand holds and rails, dashboards, steering wheels, controls and fuel caps.</p> <p>Ensure that school vehicles are cleaned between each use.</p> <p>If a staff member or student develops Covid 19 symptoms whilst using a school vehicle, the vehicle is to be cleaned thoroughly, leaving for 72 hours if possible before cleaning.</p> <p>Free school transport for those applicable to remain. Review risk assessment as appropriate.</p> <p>Reduce number of persons sharing vehicles to minimise contact.</p> <p>Postpone trips and outings where possible.</p> | | | | | |
| Provision and administration of first aid | | <p>Ensure adequate numbers of appropriately trained personnel on site whenever the premises are occupied.</p> <p>First aiders to be aware of the information from the Resuscitation Council (UK).</p> <p>https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>First aiders are to ensure that appropriate personal protective equipment is worn dealing with a casualty (see PPE section below)</p> | 2 | 3 | 6 | | |

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| <p>Personal protective equipment (PPE) and face coverings</p> | | <p>Students and staff MUST wear a facemask when entering and leaving the site and at any time they are not in their normal working environment. Students must wear a facemask while in the classroom.</p> <p>The correct PPE for the tasks being carried out should be in accordance with site and COSHH guidance and risk assessments.</p> <p>Pupils whose care routinely already involves the use of PPE due to their care needs should continue to receive their care in the same way</p> <p>PPE for intimate care must continue to be worn.</p> <p>Additional PPE may be required for first aid administration.</p> <p>Catering staff and other roles who require PPE should continue as usual. Follow usual food safety and hygiene procedures and government guidance.</p> <p>Suitable PPE is available to all staff that need it and relevant staff have been provided information, instruction and training on how to correctly use and remove the PPE, as well as how to maintain and store PPE (if applicable).</p> | 2 | 1 | 2 | | | |
| <p>Handling of post, paperwork and deliveries</p> | | <p>All staff should avoid sending items via post where possible. Electronic formats are preferable. Try to reduce printing where possible.</p> <p>Staff must follow social distancing rules when handling post or paperwork and should particularly avoid touching their face or mouth.</p> <p>Paperwork should be kept to a minimum and avoid sharing of papers, pens etc.</p> <p>When dealing with high volumes of paperwork ensure that frequent effective handwashing or hand sanitisation is undertaken.</p> | 2 | 1 | 2 | <p>Consider provision of gloves if large volumes of paperwork handling is unavoidable</p> | | |

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| | | <p>Where possible, delivered items should not be sorted immediately after delivery. If possible, allow 24 hours for cardboard items and four days for paper. Minimise the number of people handling new items. Increase the cleaning frequency, particularly surfaces that have had direct contact with post items.</p> <p>Where possible consider methods to reduce the number of deliveries, for example, by ordering larger quantities, less often. Consider deliveries during quieter or outside school hours.</p> <p>Revise pick up and drop off collection points, procedures, signage and markings. Where it is possible and safe to do so, have single workers unload vehicles, or use the same pairs of people where this is not possible.</p> | | | | | |
| Adversely affected mental health | All staff, children and carers | <p>Monitoring of the progress and well-being of SEND pupils is a very high priority during the lockdown. Senior staff and LSAs have a strong presence in online classrooms. Parents are consulted with high frequency calls from the SEND team to check on the well-being and progress of SEND learners.</p> <p>SEND students are the highest priority for leaders in the school in the frequent tracking of attendance and engagement data. Interventions are adjusted based on this on a daily basis. We have a designated team who report to both parents and the leadership team with regards to students online attendance. Where concerns are raised they are able to offer an immediate response to ensure that lost learning is minimised and that progress is maintained. Individual students for whom very personalised care is needed have their level of risk assessed by the Assistant Headteacher (SENDCO) using the BCP risk assessment template and that a dedicated communication field is maintained with all stakeholders.</p> | 2 | 2 | 4 | | |

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| | | <p>The government has produced guidance for parents and carers on supporting children and young people's mental health during the pandemic.</p> <p>All staff to be made aware that mental health support is available through the BCP Council counselling service and Occupational Health. Staff have been made aware of mental health resources available on the BCP Covid 19 intranet page.</p> <p>Local arrangements in place for each establishment. Additional resources from NEU etc.</p> <p>Many other free sources of help and support are available via the NHS and online in addition to council initiatives such as #TogetherWeCan.</p> <p>Managers etc. to maintain frequent contact with their teams.</p> <p>Encourage staff to discuss any concerns.</p> <p>Home or agile working staff are encouraged to maintain contact with teams and support one another through use of Skype or other electronic communications, regular team calls or e-meetings.</p> | | | | | | |
| <p>Eating lunch and provision of school meals for eligible pupils and breakfast clubs</p> | | <p>Lunch breaks will be staggered. Dining room will be cleaned between groups.</p> <p>Students are encouraged to bring their own meals into school. Staggered lunchtimes and bubbled zones must be adhered to. Food available for staff (e.g. parents' evenings) will be sealed. Signage about hand hygiene should be appropriately placed.</p> <p>If refrigeration or heating is necessary, any contacted surface should be wiped down by the user after each use. This may include taps, water dispensers, kettles, water boilers, fridge handles and microwave doors using suitable cleaning materials.</p> | 2 | 2 | 4 | | | |

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| | | <p>Social areas are to be used within social distancing guidelines. Furniture may need to be reorganised to allow this.</p> <p>We will provide meal options for all children who are in school and meals should be available free of charge where pupils meet the free school meal eligibility criteria and to all infant pupils.</p> <p>Efforts will be made to continue to provide free school meal equivalents for children who are eligible who remain at home e.g. food parcels, food vouchers</p> <p>Staff should minimise the use of kitchen and social areas. Hands should be washed, or sanitiser used upon entry and departure, as well as before and after eating.</p> | | | | | | |
| <p>Statutory Inspections, review of existing risk assessments and procedures and communications to staff, pupils and parents</p> | <p>All occupants</p> | <p>Ongoing communication about this document will heighten its profile (and training where applicable) of revised risk assessments, processes, new procedures and arrangements to staff, pupils, parents and Governors: COVID-19 RA, alternative layouts (classrooms, meals), PPE, fire evacuations, cleaning regimes and COSHH, child protection policy, safeguarding lead arrangements, protection of vulnerable children, welfare and mental health, etc.</p> <p>Individual care plans and risk assessments will be reviewed in light of new developments in response to the pandemic. Consideration will be given to those individuals who require additional support.</p> <p>Feedback is encouraged to identify what is not working and concerns for consideration and implementation.</p> <p>Meetings and briefings will maintain social distancing. Consider smaller groups with key participants are being introduced as the transmission rate increases to diminish risk.</p> <p>Frequent contact with the LA, will continue to share best practice and advice from the Regional Commissioner's Office.</p> | <p>1</p> | <p>1</p> | <p>1</p> | | | |

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| | | <p>On line resources are being used as advised by the HoDs.</p> <p>Building safety inspections are being complied with and the constraints of the lockdown has heightened the risk awareness associated with these:</p> <p>Fire safety: Emergency lighting test Fire alarm Extinguisher checks/servicing Review FRA – will social distancing be applied? Can evacuation be achieved with one-way system? Will this be ignored in an emergency?</p> <p>LOLER – lifting equipment – hoists, passenger lifts</p> <p>Air Conditioning – Can this be adjusted to fresh air? If not switch off.</p> <p>Kitchen extraction – cleaned to TR19 standards</p> <p><u>Water systems</u> – full flush and chlorination (if premises closed). Consider drinking water stations and toilets</p> <p>Gas – annual gas safe inspection</p> | | | | | |
| Emergency intervention And capital works | All occupants | <p><i>Where emergency intervention is required for capital projects requiring specialist support, the school needs to adjust its access and provision to ensure that there is no conflict of interest between the differing needs being addressed. The diminution of health requirements may impact upon educational access.</i></p> <p><i>Any ostensible conflict or tension will be referred to the governing body for their information</i></p> | 1 | 2 | | | |

Appendix. Risk Assessment Staff and Student Rapid Flow Testing (RFT)

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

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| Assessment Date | 7.01.2021 | Lead Assessor | David Newman | Contract | | Assessment Number | |
| Activity / Task | | | | | | | |
| Description of task / process / environment being assessed | General and clinical activities on the asymptomatic testing site at Poole High School | | | | | | |
| Activities Involved | Traversing the site on foot Testing staff and students | | | | Location | Dance Studio | |
| Who Might be affected | Employee ✓ | Student ✓ | Contractor ✓ | Visitor ✓ | | | |

| Hazard Identification and evaluation | | | | | | | |
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| No | Hazards | Associated risks | Current Control/ Mitigation Measures | Risk Evaluation (post measures) | | | Additional control needed? Action No |
| | | | | Probability | Severity | Risk | |
| 1 | Contact between subjects increasing the risk of transmission of COVID19 | Transmission of the virus leading to ill health or potential death | <ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception 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 building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects | 1 | 4 | 4 | |
| 2 | Contact between subjects and staff increasing the risk of transmission of COVID19 : | Transmission of the virus leading to ill health or potential death | <p>Ensure all subjects are wearing a mask.</p> <p>All subjects to sanitise their hands immediately upon entering the room</p> <p>All subjects to be asked if they have had any symptoms of COVID-19 in the last 48 hours.</p> <p>Confirm subject has not been in close proximity with a confirmed case</p> <p>Confirm subject has not returned from a part of the world affected by the virus in the last 14 days</p> | 1 | 4 | 4 | |

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| | <u>Welcome & registration</u> | | Remind all subjects to maintain social distancing. | | | | |
| 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 | <p>Subject must follow instructions given by staff, in particular they must only remove their mask when instructed to do so and replace it when instructed.</p> <p>Staff must wear the correct PPE at all times and change after each test or as required</p> <p>One way system to be followed at all times.</p> <p>Only remove the test kit from packaging immediately before use and once hands have been sanitised</p> <p>Subject must not enter the processing area at anytime</p> <p>Testing area to be cleaned immediately after the subject leaves and before the next test</p> <p>Wash or sanitise hand frequently especially when entering or leaving the room</p> | 1 | 4 | 4 | |
| 4 | Contact between sample and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u> | Transmission of the virus leading to ill health or potential death | <p>Sample to be passed to the processing area through the gap in the screen.</p> <p>There is to be no physical contact between persons</p> <p>Clean surfaces after each test has been completed</p> <p>Processing staff to wear the correct PPE at all times and MUST change gloves after each test or as required.</p> <p>PPE MUST be changed after each testing session or if it is necessary to leave the room</p> <p>Wash or sanitise hands frequently especially when entering or leaving the room</p> <p>Once processing and analysis has been completed ensure that all items are disposed of in the correct bag (see below)</p> <p>All PPE and negative samples are to be put in a yellow bag and can be disposed of with the normal waste.</p> <p>If we get a positive test this sample and PPE associated with it must go into a tiger bag and disposed of in a separate bin and collected separately via our usual refuse disposal company.</p> | 1 | 4 | 4 | |

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|---|--|---|---|---|---|---|--|
| 5 | 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 registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station | 2 | 2 | 4 | |
| 6 | 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 x hrs of registration Subjects are called for a retest | 2 | 1 | 2 | |
| 7 | 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 to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. | 2 | 2 | 4 | |

| 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 | | |
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| Additional Notes |
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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

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.

| | |
|--------------------------------|------|
| Persons involved in assessment | |
| Signature of Lead Assessor | Date |

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 |
|-------------|----------|-------------|-----------|-------------|----------|-------------|-----------|
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