

# Covid-19 Testing Centre Risk Assessment

## September 2021

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Version 1.1 (27 August 2021)



**Formby High School**  
'Determined to Achieve'

## Risk Assessment Matrix

### Likelihood

Rare	Unlikely	Possible	Likely
1	2	3	4

### Impact

Almost None	Minor	Moderate	Major
1	2	3	4

### Overall Level of Risk (likelihood x impact)

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16

No or Minimal Risk	Low Risk	Medium Risk	High Risk	Extremely High Risk
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Area	Associated Risks	Measure	Risk Level (pre-action)	Risk Level (post-action)	Person Responsible
Contact between subjects increasing the risk of Covid-19 transmission between subjects.	Transmission of the virus to Test Centre subjects, leading to ill health or potential death.	<ul style="list-style-type: none"> <li>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.</li> <li>Students are advised but are no longer required to wear face coverings although testing site staff will do so.</li> <li>All subjects to use hand sanitiser provided on arrival and adherence to this is enforced by reception staff.</li> <li>Two metre social distancing is 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 and 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 staff.</li> <li>A designated area is identified for 'return to school/work' individuals awaiting their result, enabling them to socially distance from one another and Test Centre staff.</li> <li>Regular cleaning of the site, including wipe down of all potential touchpoints, is to be carried out in accordance with PHE guidance.</li> <li>The Test Centre will be cleared of clutter.</li> <li>Test Centre well ventilated throughout its operational hours.</li> <li>The Test Centre is subject to daily thorough cleaning.</li> </ul>	4 x 4 = 16	3 x 4 = 12	Test Centre Manager Subjects Cleaning contractor
Contact between subjects and staff increasing the risk of transmission of COVID19.	Transmission of the virus to Test Centre staff, leading to ill health or potential death.	<ul style="list-style-type: none"> <li>Staff to wear PPE in accordance with PHE requirements.</li> <li>Frequent cleaning of surfaces / areas where the likelihood of staff and subject touching is high (for example, reception area and testing bays) using Tersano and paper towels.</li> </ul>	4 x 4 = 16	3 x 4 = 12	Test Centre Manager Staff

Area	Associated Risks	Measure	Risk Level (pre-action)	Risk Level (post-action)	Person Responsible
		<ul style="list-style-type: none"> <li>Documents / materials will not be physically handled by Test Centre staff and subjects (except bar codes and PCR tests if required).</li> <li>See measures above re: social distancing, face coverings / mask, ventilation and cleaning.</li> <li>Staff to undertake DfE / PHE training regarding safe working practices within the Test Centre.</li> </ul>			
Contact between testing and sampling equipment and Test Centre staff increasing the risk of transmission of COVID19.	Transmission of the virus to Test Centre staff, leading to ill health or potential death.	<ul style="list-style-type: none"> <li>Staff to undertake DfE / PHE training regarding safe handling of samples within the Test Centre.</li> <li>Samplers to wear nitrile gloves as per the requirements set out by PHE.</li> <li>Sample kits (swabs, tissues and cartridges) are disposed of through normal waste.</li> </ul>	$3 \times 4 = 12$	$3 \times 3 = 9$	Test Centre Manager Staff
Clear procedures are in place for the management and disposal of waste in accordance with DfE and PHE guidelines.	Transmission of the virus to Test Centre staff or others who may come into contact with waste, leading to ill health or potential death.	<ul style="list-style-type: none"> <li>Relevant staff to complete infection control training module.</li> <li>Test Centre Manager to oversee safe management and disposal of healthcare waste, liaising with the Caretaking Team as required.</li> </ul>	$4 \times 4 = 16$	$2 \times 4 = 8$	Test Centre Manager Staff Site team
Incorrect communication of result to subject as a result of wrong samples or miscoding of results.	Anxiety amongst subjects, inaccurate information being reported to a subject and loss of confidence in the system.	<ul style="list-style-type: none"> <li>Three identical barcodes are provided to each subject upon check in at the reception desk.</li> <li>The subject registers their details to a unique ID barcode before conducting the test.</li> <li>Barcodes are attached by trained staff at the analysis station and applied to the Lateral Flow Device (LFD) at this station.</li> <li>Barcodes are checked for congruence against the FHS register prior to the result being uploaded. This is carried out by the trained recorder.</li> </ul>	$2 \times 2 = 4$	$1 \times 2 = 2$	Test Centre Manager Staff

Area	Associated Risks	Measure	Risk Level (pre-action)	Risk Level (post-action)	Person Responsible
Safe storage of testing equipment and site security.	Loss of or damage to equipment and / or the Test Centre that would limit operations or interference with testing equipment that could compromise the process.	<ul style="list-style-type: none"> <li>Testing equipment stored in a secure room adjacent to the Test Centre.</li> <li>Test Centre to be locked at all times when not in use.</li> <li>Test Centre Manager to routinely check testing equipment for any damage.</li> <li>The Test Centre site is only accessible to students and staff of Formby High School or those who have been given express permission to attend (contractors and staff from feeder primary schools).</li> <li>During opening hours, the Test Centre is supervised at all times.</li> </ul>	3 x 2 = 6	2 x 2 = 4	Test Centre Manager Staff Site team
Damaged barcode, lost LFD test, failed scan of barcode.	Orphaned record on registration portal & no result communicated to individual, causing concern and loss of confidence in system.	<ul style="list-style-type: none"> <li>Recall of subjects who have not received a result or who receive a 'void' result as soon as possible after the issue becomes apparent.</li> <li>If testing kit / associated administration is damaged or lost the kit / paperwork will be scrapped and the process started from the beginning with subjects called for a retest if necessary.</li> </ul>	2 x 2 = 4	1 x 2 = 2	Test Centre Manager Staff
The extraction solution included within the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic) and NaCl (Sodium Chloride).	Potential risk of injury to skin and/or eyes if contact made with extraction solution, particularly for those with sensitive skins or allergies, and risk of harm from ingestion of chemical solution.	<ul style="list-style-type: none"> <li>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 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.</li> <li>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 or face visor to be worn at all times when handling the extraction solution. Impervious clothing and apron to be worn to protect the body from splashes or spillages.</li> </ul>	3 x 3 = 9	2 x 3 = 6	Test Centre Manager Staff

Area	Associated Risks	Measure	Risk Level (pre-action)	Risk Level (post-action)	Person Responsible
		<ul style="list-style-type: none"> <li>To prevent environmental damage, the product is not to be disposed of down a drain.</li> <li>In the event of spillages, surfaces on which the solution has been spilt on to be wiped and cleaning material disposed of in line with the Test Centre waste disposal procedures.</li> <li>Solution not to be used if expired.</li> <li>Training to be provided in handling potentially biohazardous samples, chemicals and good Test Centre practice (via the DfE and PHE training resources) with guidelines and training procedures to be adhered to at all times to prevent improper handling.</li> <li>Any additional guidelines provided by the product manufacturer to be read and followed to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>			
Manual handling.	Risk of back injury as a result of poor lifting technique.	<ul style="list-style-type: none"> <li>Caretakers to assist with lifting and movement of testing kits and PPE as required, supported by transportation equipment if required.</li> <li>Where movement of furniture is required within the Test Centre, to be carried out by the appropriate number of people.</li> </ul>	2 x 2 = 4	1 x 2 = 2	Test Centre Manager Staff Site team
Unauthorised access by members of the public.	Damage to or theft of testing equipment and potential harm to Test Centre staff.	<ul style="list-style-type: none"> <li>Electronic gates in operation during Test Centre opening times that limit site access to authorized personnel.</li> <li>When not in use, Test Centre to remain locked.</li> <li>Testing equipment to be stored in a secure location.</li> <li>Staff located at Test Centre entrance are able to ensure that those entering the Test Centre are permitted to do so.</li> <li>Members of Senior Leadership Team / Caretaking Team are contactable by mobile phone in the event of an unauthorised visitor on site.</li> </ul>	2 x 3 = 6	1 x 3 = 3	Test Centre Manager Staff Site team
Uneven surfaces (floor protection in the Test Centre and staff	Risk of Test Centre personnel (staff and subjects) slipping or tripping; risk of	<ul style="list-style-type: none"> <li>Test Centre and staff welfare area floor are non-porous, non-slip surfaces that are smooth and easy to clean.</li> </ul>	3 x 3 = 9	1 x 3 = 3	Test Centre Manager Staff Site team

Area	Associated Risks	Measure	Risk Level (pre-action)	Risk Level (post-action)	Person Responsible
welfare space).	infection spread through poor floor cleanliness standards.	<ul style="list-style-type: none"> <li>Daily Test Centre deep cleaning programme implemented by cleaning contractor, involving floor mopping in accordance with DfE and PHE guideline.</li> <li>Test Centre staff conduct ad hoc cleaning as required (for example, liquid spills).</li> </ul>			
Stairs to and from registration area / swabbing area / sample processing area / staff welfare and welfare space.	Risk of Test Centre personnel (staff and subjects) slipping or tripping; risk to subjects with disability, particularly in the event of a need to evacuate the Test Centre.	<ul style="list-style-type: none"> <li>All areas within the Test Centre are located on the ground floor of the building.</li> </ul>	$2 \times 3 = 6$	$0 \times 0 = 0$	N/A
Inclement weather.	Heavy rain can cause water ingress, leading to greater risk of slips and falls for Test Centre personnel (staff ad subjects).	<ul style="list-style-type: none"> <li>New roof to the building housing the Test Centre guarantees against water ingress by leaks that could cause risk of slips and falls or damage to Test Centre property.</li> <li>Housekeeping Team available to mop floors through Test Centre opening hours.</li> <li>Door mats used to enable feet to be wiped as staff and subjects enter the Test Centre.</li> <li>Test Centre staff available to carry out emergency mopping if required.</li> <li>'Caution: Wet Floor' signage available to display if and when required.</li> </ul>	$3 \times 3 = 9$	$1 \times 3 = 3$	Test Centre Manager Staff Site team
Electrical safety, plant & equipment maintenance, use of defective electrical equipment.	Risk of injury or death through an electric shock.	<ul style="list-style-type: none"> <li>All electrical equipment used within the Test Centre (laptop computers, extension leads and electric heaters) are owned by school and subject to PAT testing in accordance with statutory requirements.</li> <li>Staff do not bring their own electrical equipment into the Test Centre.</li> </ul>	$2 \times 4 = 8$	$1 \times 4 = 4$	Test Centre Manager Staff Site team ICT Network Manager

Area	Associated Risks	Measure	Risk Level (pre-action)	Risk Level (post-action)	Person Responsible
		<ul style="list-style-type: none"> <li>The heating infrastructure is operated by trained members of the Caretaking team and does not need to be controlled or operated by Test Centre staff.</li> </ul>			
Use of shared equipment.	Risk of spread of infection via sharing of equipment.	<ul style="list-style-type: none"> <li>Swabbing and processing staff wear nitrile gloves whilst handling equipment within the Test Centre.</li> <li>Items are not to be passed directly between staff and subjects (unless required as part of the testing process).</li> <li>Registration and recording staff do not share laptop computers.</li> <li>Computers are cleaned between testing sessions.</li> <li>Equipment and surfaces on which equipment sits are regularly wiped down by staff.</li> </ul>			Test Centre Manager Staff
Fire evacuation.	Risk of injury or death as a result of fire; detrimental impact of disruption to testing process as a result of fire evacuation.	<ul style="list-style-type: none"> <li>Test Centre fire evacuation procedure developed by Test Centre Manager and shared with staff.</li> <li>Staff accounted for as they sign in and out on the InVentry system.</li> <li>Where it is safe to do so, team members to close windows and doors and conduct a 'sweep' on exiting the Test Centre.</li> <li>Registrars and recorders will close their laptops to prevent the sharing of personal data.</li> <li>Any swabs currently in use will be disposed of in accordance with DfE and PHE guidance.</li> <li>Test Centre Manager carries a detailed rota for the day and will use this to ensure all operatives are accounted for at their designated muster point.</li> <li>Staff will not have time to doff PPE but will be observing social distancing measures during the evacuation.</li> <li>A yellow bin bag and hand sanitiser are added to the evacuation box to allow clinical staff, in particular, to doff PPE in an appropriate space outside.</li> <li>Any tests that mature during the evacuation will be marked void and the subject asked to retake the test.</li> </ul>			Headteacher Test Centre Manager Staff Subjects

Area	Associated Risks	Measure	Risk Level (pre-action)	Risk Level (post-action)	Person Responsible
		<ul style="list-style-type: none"> <li>At the end of the evacuation, all staff will return to the Test Centre and carry out the necessary checks / cleaning of their work area before testing recommences.</li> </ul>			