

Ark Schools Risk Assessment

Asymptomatic COVID-19 Test Centre Risk Assessment

Part A		Assessment Details	
Area/Task/Activity	Asymptomatic COVID-19 Test Centre		
Location	Sports Hall		
Academy	Ark Greenwich Free School		
Template (v1.0) prepared by:	Mike Burden		
Assessment undertaken by:	Terence Coetzee	Job Title:	Operations Manager
Signed:	TCO	Date:	05/03/21
Due for review no later than (maximum 3 months)		Date:	01/06/21
Communicated to staff - When?	08/03/21	How?	Document linked in the Daily & Weekly Bulletins
Relevant Documents	Training Guide: Rapid Testing for Schools and Colleges How to Guide: Rapid Testing for Schools and Colleges SOP for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges		

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Part B	Hazard Identification and Control Measures
Area/Task/Activity	Asymptomatic COVID-19 Test Centre
<p>Persons affected (PA): A – Staff/Operatives, B - Others on site, C – Public</p> <p>Calculating Risk: Severity (S) & Likelihood (L) 1 (low) to 3 (high). Multiply to give Risk (R) - 1 (low) to 9 (high).</p> <p>Controls: COVID-19 Coordinator, Team Leader, Queue Coordinator, Registration Assistant, Test Assistant, Processor, Results Recorder and Cleaner are roles defined in the How to Guide and SOP</p>	

No	Hazard and Location	P A	Current Risk			Control Measures	Residual Risk		
			S	L	R		S	L	R
1	Contact between test subjects and Test Centre staff/volunteers increasing the risk of transmission of COVID19.	AB	3	2	6	<p>One way system in operation in test area with clear signage and floor markings denoting direction of travel and Test centre set up to ensure 1m+ distance between anyone moving around the room and anyone entering/exiting the room.</p> <p>Registration Assistant or Queue Coordinator marshals queue to ensure social distancing of test subjects whilst they are waiting to be tested.</p> <p>Test subjects to be brought to the centre in year groups to allow control of entry/exit and delivery of information. Pre-registration on government website to take place 24hrs prior to reduce time spent in test centre.</p>	3	1	3

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						<p>Registration Assistant asks test subjects to confirm that they do not have any of the 3 common Covid-19 symptoms. Any symptomatic individuals are immediately sent home or placed in isolation (see school's general RA), advised to self-isolate and request a PCR test.</p> <p>Registration Assistant identifies any test subjects displaying Covid-19 symptoms (e.g. persistent cough) and immediately sends home or places them in isolation (see school's general RA), advises them to self-isolate and request a PCR test.</p> <p>Signage displayed outside Test Centre informing anyone with Covid-19 symptoms not to enter and to self-isolate at home and request a PCR test.</p> <p>All test subjects instructed to wear a face covering at all times except when swabbing (unless they are exempt). Registration Assistant checks test subjects are wearing face coverings when test subjects arrive at Test Centre.</p> <p>Test subjects are asked to sanitise their hands on arrival at the registration desk.</p> <p>Test Centre staff/volunteers wear PPE in accordance with matrix in How to Guide and direction from Team Leader.</p>			
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2	Manual handling of deliveries or when setting up Test Centre leading to musculoskeletal injury	A	2	2	4	<p>Team Leader to ensure that those involved in receiving/moving deliveries and/or setting up the Test Centre have received manual handling training.</p> <p>Staff/volunteers involved in receiving/moving deliveries and/or setting up the Test Centre use appropriate manual handling techniques.</p> <p>If a pallet truck is to be used, special care is to be taken that the pallet truck does not damage the boxes on the pallet</p>	2	1	2
3	Lack of ventilation leading to high concentrations of virus particles in the air	AB	3	2	6	Test Centre and Isolation Rooms are adequately ventilated with windows and doors left open.	3	1	3
4	Temperature of LFD cartridges or extraction solution outside of operational parameters leading to faulty test results.	AB	2	2	4	<p>Temperature of testing room is kept between 15-30 deg C during hours of operation and when not in use LFD tests and extraction solution are kept in a location that is between 2-30 deg C.</p> <p>Storage areas are regularly inspected by the Premises team.</p>	2	1	2
5	Inadequate lighting leading to trips and/or test results being misread.	AB	2	2	4	All areas used for testing, queuing and isolation are adequately lit.	2	1	2

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6	Test Centre staff/volunteers unfamiliar with test process increasing risk of false positives/negatives when testing.	AB	3	3	9	<p>All staff/volunteers have read the How to Guide.</p> <p>All staff/volunteers undertake the official training modules applicable to their role as identified in the training matrix in the Training Guide and as directed by the Team Leader.</p> <p>All staff/volunteers undertake on site (refresher) training on 03/03/21.</p> <p>Team Leader checks that all staff/volunteers have completed the relevant official training modules and undertaken a site induction.</p> <p>Team Leader familiar with SOP.</p> <p>Team Leader carries out weekly audit and staff competency check.</p> <p>COVID-19 coordinator to manage any unplanned absence of the Team Leader.</p>	3	1	3
7	Test Centre staff/volunteers unfamiliar with updates to test process increasing risk of false positives/negatives when testing.	AB	3	3	9	<p>Team Leader receives updates from DfE and ensures updates are passed on to staff/volunteers working in Test Centre.</p>	3	1	3
8	Agency staff and/or volunteers working at Test Centre unfamiliar with the school site leading to harm in event of incident.	A	2	3	6	<p>Team Leader ensures that all agency staff and/or volunteers undergo a site induction including Test Centre operations and local evacuation procedures and safeguarding reporting protocol.</p>	2	1	2

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9	Short notice recruitment of large volumes of agency staff/volunteers increases risk of children coming into contact with staff/volunteers who might cause them harm.	AB	3	2	6	<p>Any staff/volunteers on site without an enhanced DBS are supervised at all times by a member of staff with an enhanced DBS.</p> <p>Agency staff and volunteers are recruited in accordance with KCSiE.</p> <p>Agency staff recruited centrally by Ark Schools and offered to each academy have been vetted by agency and have an enhanced DBS.</p>	3	1	3
10	Incidents not reported increasing risk of false results and lack of learning from mistakes.	AB	3	2	6	<p>Team Leader reports any incidents on school's incident form and follows school's incident procedure.</p> <p>In addition, Team leader reports any incidents to DfE Coronavirus Helpline where the incident could potentially impact quality or safety of testing.</p>	3	1	3
11	Shared equipment increases risk of transmission of COVID-19	AB	2	2	4	<p>If pre-registration has not taken place, test subjects are encouraged to use their own devices to register upon arrival. If unable to do so, Registration Assistant to use Test Centre IT equipment and not to pass this to test subject. IT equipment to be regularly sanitised with anti-viral wipes.</p> <p>Test Centre staff regularly sanitise equipment using anti-viral wipes provided on each desk.</p> <p>Test subjects place swabs directly into pre-prepared tube with extraction solution, rather than handing this to Test Centre staff.</p>	2	1	2

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						<p>Test subjects place registration card and 2 barcode stickers on the table rather than handing to Test Centre staff.</p> <p>All surfaces and equipment are disinfected at least once per day by the Cleaner.</p>			
12	Contamination of surfaces increases risk of transmission of COVID-19	AB	3	2	6	<p>Test Centre has been added to the academy's COVID-19 cleaning strategy.</p> <p>Floor is mopped once per day with combined detergent and disinfectant or household detergent followed by a disinfectant.</p> <p>Common touch points including door handles are cleaned at least twice per day by the Cleaner using a combined detergent and disinfectant or household detergent followed by a disinfectant.</p> <p>Anti-viral wipes and alcohol hand sanitiser (containing at least 70% alcohol) are provided on all tables/areas in the Test Centre including registration desk, swabbing desk, processing desk and recording desk.</p> <p>Test subjects use anti-viral wipes to disinfect the swabbing desk and all equipment after use. Processors use anti-viral wipes to disinfect the processing desk</p>	3	1	3

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						<p>and all equipment after each test subject. Registration Assistant and Results recorder use anti-viral wipes to disinfect their desks and all equipment on regular basis and at least at start and end of every session.</p> <p>Test subjects instructed to sanitise their hands on arrival at registration desk, as well as before and after swabbing. Test Centre staff wear gloves and change these regularly in accordance with the PPE matrix in How To Guide and sanitise their hands when changing/removing gloves.</p>			
13	Used PPE, swabs, cleaning materials and LFD test cartridges potentially contaminated with COVID-19	AB	3	3	9	<p>All used PPE, cleaning cloths and mop heads placed in general waste bins.</p> <p>Used LFD cartridges, swabs and tissues placed in general waste bins.</p> <p>Waste bins emptied on a regular basis.</p>	3	1	3
14	Damaged barcode, lost LFD, failed scan of barcode	B	3	2		<p>Test subjects are recalled for new test if there are errors processing the test.</p>	3	1	3
15	Extraction solution contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	AB	2	2		<p>Processor wears PPE in accordance with How to Guide including nitrile gloves, eye protection and disposable plastic apron.</p> <p>Staff/volunteers direct evacuation of local area if there is a spillage.</p> <p>Cleaner has appropriate PPE and is trained to deal with spillages promptly and in a safe manner.</p>	2	1	2

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16	Swabbing process causes test subject to vomit leading to increased risk of transmission of COVID-19	AB	3	2	6	<p>Emesis bowls available at swabbing desks.</p> <p>Staff/volunteers direct evacuation of local area if there is a spillage.</p> <p>Cleaner has appropriate PPE and is trained to deal with spillages promptly and in a safe manner.</p>	3	2	6	
17	Insufficient stock of PPE present on site.	A	3	2	6	<p>Team Leader carries out a weekly stock check to maintain adequate stock levels of PPE and orders further supplies via DfE as required.</p>	3	1	3	
1, 2 & 3 = LOW		4, 5 & 6 = TOLERABLE			7, 8 & 9 = HIGH		Supervision Required: YES – Team Leader		Related Risk Assessments: Academy RA re-opening sites	

Part C		Action Plan				
No:	Action required	Person(s) to undertake action	Priority	Projected timescale	Notes/Comments	Date completed
1						
2						
3						

Part D		Step 5 – Review Plan		
Review By (Date)	Person(s) to undertake review	Notes / Comments / Updates	Date completed	Signature