

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:				CORONAVIRUS (COVID-19)					
<b>PART 1 : COVID Test Centre- Tunstall Active</b>									
<b>High Tunstall College of Science</b>				<b><u>Reviews</u></b>					
Date of Assessment	07.01.21	Date of Issue	07.01.21	Review Date	Reviewed by	Date	Changes Made		
								Y	N
Assessment carried out by	M D Pickford	Signature							
<b>Affected persons</b>	<b>Young People</b>	<b>Y</b>	<b>Staff</b>	<b>Y</b>	<b>Visitors</b>	<b>Y</b>	<b>Contractors</b>	<b>Y</b>	<b>Others</b>
Name of Manager confirming and agreeing Assessment:				Mr M R Tilling					
Signature:									
<p><b>The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.</b></p>									

**Confirmation that staff are aware of and understand the findings of the Risk Assessment and agree to ensure that they will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment are held on signing confirmation of reading on The School Bus.**

**RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE**

What are the hazards?	Generic Control Measures	✓ X N/A	Rag rating	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned	Mitigated RAG
<b>Contact between subjects increasing the risk of transmission of COVID19 (Transmission of the virus leading to ill health or potential death)</b>	➤ 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, loss of taste/smell 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.	✓	Orange	DBP	➤ Guidance given to students prior to testing through Registration Assistants and their monitoring (along with SSOs)	DBP	11/01/21	Green
	➤ Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.	✓	Green	DBP		DBP	11/01/21	Green
	➤ Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.	✓	Orange	DBP	➤ Registration Assistants to monitor students to ensure compliance ➤ Test Assistants to remind upon completion	DBP	11/01/21	Green
	➤ Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test.	✓	Orange	DBP	➤ Guidance given to students prior to testing through Registration Assistants and their monitoring (along with SSOs) ➤ Registration Assistants to monitor students to ensure compliance ➤ Test Assistants to remind upon completion	DBP	11/01/21	Green
	➤ Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception staff and by staff throughout the building	✓	Green	DBP	➤ Guidance given to students prior to testing through Registration Assistants and their monitoring (along with SSOs) ➤ Registration Assistants to monitor students to ensure compliance ➤ Test Assistants to remind upon completion	DBP	11/01/21	Green
	➤ Students instructed on the process of testing to ensure adherence, particularly in early testing.	✓	Orange	DBP	➤ Staff observation to support correct swabbing each test	DBP	11/01/21	Orange
	➤ Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff.	✓	Green	DBP	➤ Registration Assistants to monitor students to ensure compliance	DBP	11/01/21	Green
	➤ 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.	✓	Green	DBP	➤ Registration Assistants to monitor students to ensure compliance	DBP	11/01/21	Green
	➤ 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 Test Assistants and Registration staff.	✓	Orange	DBP	➤ Registration and Test Assistants to monitor students to ensure compliance	DBP	11/01/21	Green
	➤ Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.	✓	Orange	DBP	➤ Set up cleaning area and adapt, if needed after dry run	DBP	11/01/21	Green
	➤ Identified PPE to be worn at all times on site	✓	Orange	DBP	➤ Staff to complete appropriate training and walk through where relevant for position	DBP	11/01/21	Green
	➤ Limited clutter in test area- no physical handing of documents to subjects except barcodes and LFT test swab	✓	Green	DBP	➤ Ongoing assessment by Site Leader	DBP	11/01/21	Green

<b>Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome &amp; registration (Transmission of the virus leading to ill health or potential death)</b>	<ul style="list-style-type: none"> <li>➤ 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, loss of taste/smell 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> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Guidance given to students prior to testing through Registration Assistants and their monitoring (along with SSOs)</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> </ul>	✓		DBP				11/01/21	
	<ul style="list-style-type: none"> <li>➤ Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Registration Assistants to monitor students to ensure compliance</li> <li>➤ Test Assistants to remind upon completion</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Guidance given to students prior to testing through Registration Assistants and their monitoring (along with SSOs)</li> <li>➤ Registration Assistants to monitor students to ensure compliance</li> <li>➤ Test Assistants to remind upon completion</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception staff and by staff throughout the building</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Guidance given to students prior to testing through Registration Assistants and their monitoring (along with SSOs)</li> <li>➤ Registration Assistants to monitor students to ensure compliance</li> <li>➤ Test Assistants to remind upon completion</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Registration staff to ensure social distancing at key areas where students pass in corridor</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Monitor student's adherence to measures</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Hand hygiene: All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Registration Assistants to monitor students to ensure compliance</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ 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 &amp; sampling staff.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Registration Assistants to monitor students to ensure compliance</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <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 Test Assistants and Registration staff.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Registration and Test Assistants to monitor students to ensure compliance</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Set up cleaning area and adapt, if needed after dry run</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Identified PPE to be worn at all times on site</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Staff to complete appropriate training and walk through where relevant for position</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Limited clutter in test area- no physical handing of documents to subjects except barcodes and LFT test swab</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Ongoing assessment by Site Leader</li> </ul>	DBP	11/01/21		

<p><b>Contact between subject and Test Assistant and Test Assistant and Tester increasing the transmission of COVID19: Sample taking (Transmission of the virus leading to ill health or potential death)</b></p>	<ul style="list-style-type: none"> <li>➤ 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, loss of taste/smell 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> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Guidance given to students prior to testing through Registration Assistants and their monitoring (along with SSOs)</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> </ul>	✓		DBP			DBP	11/01/21	
	<ul style="list-style-type: none"> <li>➤ Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Registration Assistants to monitor students to ensure compliance</li> <li>➤ Test Assistants to remind upon completion</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Guidance given to students prior to testing through Registration Assistants and their monitoring (along with SSOs)</li> <li>➤ Registration Assistants to monitor students to ensure compliance</li> <li>➤ Test Assistants to remind upon completion</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception staff and by staff throughout the building</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Guidance given to students prior to testing through Registration Assistants and their monitoring (along with SSOs)</li> <li>➤ Registration Assistants to monitor students to ensure compliance</li> <li>➤ Test Assistants to remind upon completion</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Registration staff to ensure social distancing at key areas where students pass in corridor</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Monitor student's adherence to measures</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Hand hygiene: All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Registration Assistants to monitor students to ensure compliance</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ 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 &amp; sampling staff.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Registration Assistants to monitor students to ensure compliance</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <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 Test Assistants and Registration staff.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Registration and Test Assistants to monitor students to ensure compliance</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Set up cleaning area and adapt, if needed after dry run</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Identified PPE to be worn at all times on site</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Staff to complete appropriate training and walk through where relevant for position</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Relevant online training, site walk round and dry run completed by staff and checked by Site Lead</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Limited clutter in test area- no physical handing of documents to subjects except barcodes and LFT test swab</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Ongoing assessment by Site Leader</li> </ul>	DBP	11/01/21		

<p><b>Contact between subject, samples and sample testers increasing the transmission of COVID19: Sample processing &amp; analysis. (Transmission of the virus leading to ill health or potential death)</b></p>	<ul style="list-style-type: none"> <li>➤ 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, loss of taste/smell 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> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Guidance given to students prior to testing through Registration Assistants and their monitoring (along with SSOs)</li> </ul>	DBP	11/01/21		
	<ul style="list-style-type: none"> <li>➤ Face masks: Prominent signage reminding attending subjects to wear face masks to be displayed at the entrance to the building.</li> </ul>	✓		DBP				11/01/21	
	<ul style="list-style-type: none"> <li>➤ Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Registration Assistants to monitor students to ensure compliance</li> <li>➤ Test Assistants to remind upon completion</li> </ul>	DBP		11/01/21	
	<ul style="list-style-type: none"> <li>➤ Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Guidance given to students prior to testing through Registration Assistants and their monitoring (along with SSOs)</li> <li>➤ Registration Assistants to monitor students to ensure compliance</li> <li>➤ Test Assistants to remind upon completion</li> </ul>	DBP		11/01/21	
	<ul style="list-style-type: none"> <li>➤ Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception staff and by staff throughout the building</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Guidance given to students prior to testing through Registration Assistants and their monitoring (along with SSOs)</li> <li>➤ Registration Assistants to monitor students to ensure compliance</li> <li>➤ Test Assistants to remind upon completion</li> </ul>	DBP		11/01/21	
	<ul style="list-style-type: none"> <li>➤ Hand hygiene: All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Registration Assistants to monitor students to ensure compliance</li> </ul>	DBP		11/01/21	
	<ul style="list-style-type: none"> <li>➤ Zoned areas clearly marked to prevent risk to non-compliance with social distancing in test areas</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Test Assistants to monitor students to ensure compliance</li> </ul>	DBP		11/01/21	
	<ul style="list-style-type: none"> <li>➤ Cleaning: Regular cleaning of work areas between samples, as per guidance, including wipe down of all potential touchpoints in accordance with PHE guidance.</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP		11/01/21	
	<ul style="list-style-type: none"> <li>➤ Identified PPE to be worn at all times on site, in accordance with guidance</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP		11/01/21	
	<ul style="list-style-type: none"> <li>➤ Relevant online training, site walk round and dry run completed by staff and checked by Site Lead</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP		11/01/21	
	<ul style="list-style-type: none"> <li>➤ Spillages or potential contamination risks to be cleaned immediately after direct area evacuation, following appropriate guidance</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>				
	<ul style="list-style-type: none"> <li>➤ Identified PPE to be worn and disposed of at all times on site and changed, as needed, as per guidance (i.e. damaged PPE, between test changing)</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Staff to complete appropriate training and walk through where relevant for position</li> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions with ongoing QA</li> </ul>	DBP		11/01/21	
	<ul style="list-style-type: none"> <li>➤ Limited clutter in test area- no physical handing of documents to subjects except barcodes and LFT test swab</li> </ul>	✓		DBP	<ul style="list-style-type: none"> <li>➤ Ongoing assessment by Site Leader</li> </ul>	DBP		11/01/21	

<b>Incorrect result communication (Wrong samples or miscoding of results)</b>	➤ 2 identical barcodes are provided to subject at check in	✓	Green	DBP	<ul style="list-style-type: none"> <li>➤ Staff to complete appropriate training and walk through where relevant for position</li> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP	11/01/21	Green
	➤ The Registration Staff logs student details on College spreadsheet and via online login to a unique ID barcode before conducting the test	✓	Green	DBP	<ul style="list-style-type: none"> <li>➤ Staff to complete appropriate training and walk through where relevant for position</li> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP	11/01/21	Green
	➤ Barcodes are attached by trained staff at the Registration desk	✓	Green	DBP	<ul style="list-style-type: none"> <li>➤ Staff to complete appropriate training and walk through where relevant for position</li> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP	11/01/21	Green
	➤ Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device at this station	✓	Orange	DBP	<ul style="list-style-type: none"> <li>➤ Staff to complete appropriate training and walk through where relevant for position</li> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP	11/01/21	Green
<b>Damaged barcode, lost LFD, failed scan of barcode (Orphaned record on registration portal &amp; No result communicated to individual)</b>	➤ Sample is declared Void and subjects are re-called for a retest	✓	Green	DBP	<ul style="list-style-type: none"> <li>➤ Staff to complete appropriate training and walk through where relevant for position</li> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> <li>➤ Spreadsheet in place to monitor Void tests for QA purposes</li> </ul>	DBP	11/01/21	Green
<b>Extraction solution which comes with 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], 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)</b>	➤ Extraction fluid used is provided as per Government supply service only	✓	Green	DBP	➤ Ensure timely re-ordering of supply	DBP	11/01/21	Green
	➤ 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	✓	Green	DBP	<ul style="list-style-type: none"> <li>➤ Ensure timely re-ordering of supply</li> <li>➤ Staff to complete appropriate training and walk through where relevant for position</li> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP	11/01/21	Green
	➤ Environmental: do not let product enter drains	✓	Green	DBP	➤ Ensure appropriate disposal as Medical Waste	DBP	01/09/20	Green
	➤ Spillages: ensure adherence to appropriate action as directed in NHS training and appropriate Medical Waste disposal	✓	Orange	DBP	<ul style="list-style-type: none"> <li>➤ Staff to complete appropriate training and walk through where relevant for position</li> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP	01/09/20	Orange
	➤ 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.	✓	Green	DBP	<ul style="list-style-type: none"> <li>➤ Staff to complete appropriate training and walk through where relevant for position</li> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP	01/09/20	Orange
	➤ Do not use if the solution has expired- check to be made by tester at start of testing period	✓	Orange	DBP	<ul style="list-style-type: none"> <li>➤ Set up system of monitoring by appropriate staff</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP	01/09/20	Orange
<b>Unauthorised access by members of the public</b>	➤ Registration staff to monitor student safety externally when queuing for entrance and ensure only appropriate staff have access	✓	Green	DBP	➤ Radios to be provided in case of need	DBP	11/01/21	Green
	➤ Students return to main site within the safe line	✓	Green	DBP		DBP	11/01/21	Green
	➤ Students are brought down to Test site by staff due to it being external to the safe line	✓	Green	DBP		DBP	11/01/21	Green
<b>Use of shared equipment</b>	➤ Staff directed to only use identified equipment designated to themselves and to bring minimal other personal items onto site	✓	Orange	DBP	<ul style="list-style-type: none"> <li>➤ Staff to complete walk through where relevant for position</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP	11/01/21	Green

<b>Incorrect result communication (Wrong samples or miscoding of results)</b>	➤ 2 identical barcodes are provided to subject at check in (with 3 <sup>rd</sup> as back up)	✓	Orange	DBP		DBP	11/01/21	Green
	➤ The Registration Staff logs student details on College spreadsheet and via online login to a unique ID barcode before conducting the test	✓	Green	DBP	<ul style="list-style-type: none"> <li>➤ Staff to complete appropriate training and walk through where relevant for position</li> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP	11/01/21	Green
	➤ Barcodes are attached by trained staff at the Registration desk	✓	Green	DBP	<ul style="list-style-type: none"> <li>➤ Staff to complete appropriate training and walk through where relevant for position</li> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP	11/01/21	Green
	➤ Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device at this station	✓	Orange	DBP	<ul style="list-style-type: none"> <li>➤ Staff to complete appropriate training and walk through where relevant for position</li> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP	11/01/21	Green
<b>Potential spread of Covid-19 to people at the venue (People attending the site to be tested could have Covid-19)</b>	➤ All people attending the testing site be instructed to wear masks and will be socially distanced in any queue outside of the test site.	✓	Orange	DBP	<ul style="list-style-type: none"> <li>➤ Guidance given to participants prior to testing through Registration Assistants and their monitoring</li> <li>➤ Registration Assistants to monitor students to ensure compliance</li> <li>➤ Test Assistants to remind upon completion</li> </ul>	DBP	11/01/21	Green
	➤ All attendees will be asked to use the hand sanitizer provided and follow current health and safety guidelines whilst on site.	✓	Green	DBP	<ul style="list-style-type: none"> <li>➤ Guidance given to participants prior to testing through Registration Assistants and their monitoring</li> <li>➤ Registration Assistants to monitor students to ensure compliance</li> <li>➤ Test Assistants to remind upon completion</li> </ul>	DBP	11/01/21	Green
	➤ Swabbing staff/all test site staff will conduct in accordance with the Infection and Prevention Control Guidance from Public Health England. Including, adhering to social distancing, hand hygiene and the appropriate use of PPE	✓	Green	DBP	<ul style="list-style-type: none"> <li>➤ Staff to complete appropriate training and walk through where relevant for position</li> <li>➤ Spreadsheet set up to monitor and record training</li> <li>➤ DBP to complete walk round and dry run before starting positions</li> <li>➤ Ongoing QA by Team Leader to ensure good practise</li> </ul>	DBP	11/01/21	Green
	➤ Nominated areas for completion of the test and a receptacle for disposing of the kit once they have completed the procedure.	✓	Green	DBP	➤ Bins to be placed in appropriate places throughout the centre	DBP	11/01/21	Green
	➤ Any attendees/staff that test positive will be directed to take a PCR test and isolate in line with Government Guidance	✓	Green	DBP		DBP	11/01/21	Green
	➤ Swabbing staff/all test site staff will conduct in accordance with the Infection and Prevention Control Guidance from Public Health England. Including, adhering to social distancing, hand hygiene and the appropriate use of PPE. Any attendees/staff that test positive will be directed to take a PCR test and isolate in line with Government Guidance	✓	Green	DBP	➤ Ongoing QA by Site Lead	DBP	11/01/21	Green
	➤ Nominated areas for completion of the test and a receptacle for disposing of the kit once they have completed the procedure.	✓	Orange	DBP	➤ Awaiting arrival of disposal bins for waste with DNA material	DBP	11/01/21	Orange
	➤ Social distancing will be enforced with the use of clear signage, clear floor markings and verbal instruction	✓	Green	DBP	<ul style="list-style-type: none"> <li>➤ Guidance given to participants prior to testing through Registration Assistants and their monitoring</li> <li>➤ Registration Assistants to monitor students to ensure compliance</li> </ul>	DBP	11/01/21	Green



<p><b>Potential spread of Covid-19 to people at the venue - People attending the site to be tested could have Covid-19 (The people onsite delivering the testing will be protected against contracting Covid-19 by using appropriate PPE. PPE Guidance adapted from the NHS England/Improvement Home and Community Diagnostic Sampling Guidance (March 2020) &amp; UK Government Joint Guidance - Recommended PPE for primary, outpatient, community and social care by setting, NHS and independent sector (April 2020))</b></p>	<p>➤ The following PPE is to be worn by the sampling team:</p> <ul style="list-style-type: none"> <li>• Disposable plastic apron (sessional use)</li> <li>• Disposable gloves (single use)</li> <li>• Fluid resistant surgical face mask (Type IIR – Surgical Mask) (sessional use)</li> <li>• Eye protection, such as goggles or full-face visors to be worn. (sessional use)</li> <li>• Completing hand hygiene in accordance with WHO guidance</li> <li>• All equipment such as chairs and tables will be cleaned in between tests and at the beginning and end of each session</li> <li>• PE 'Don and Doff' guidance as directed</li> <li>• Separate areas for 'Don and Doff' of PPE will be provided for staff and staff will wear suitable face coverings at all times whilst within the test site. These will be changed prior to exit from the site.</li> </ul>	✓		DBP	<p>➤ Ongoing QA by Site Lead</p>	DBP	11/01/21	
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