

APPENDIX C:

Template for Risk Assessment of COVID 19 Mass Lateral Flow Testing Facility

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators

Assessment Date	12/01/2021	Lead Assessor	C Hinds	Academy	SCHA	Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Sir Christopher Hatton Academy						
Activities Involved	Traversing the site on foot Testing Academy / Trust staff and students				Location		Gymnasium
Who Might be affected	Employee	Student	Contractor	Visitor	Parent		
	✓	✓	X	✓	✓		

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk			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. This will be displayed on posters on entry to the testing facility. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. Signage on entry and throughout the facility • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. Signs in cubicles / Staff to remind pupils • 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 test centre staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by test centre staff. Ensure adequate supplies in test centre • 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 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 	1	4	4	

2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome & registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> - Subjects instructed to sanitise hands on arrival - 2m social distancing practiced at all times throughout the testing facility - Facemasks worn at all time (other than lowering for testing) - Minimal handing out / sharing of documents / resources - All centre staff wear disposable PPE, regularly changed for each session 	1	4	4	
3	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> - Subjects instructed to sanitise hands on arrival - 2m social distancing practiced at all times throughout the testing facility - Facemasks worn at all time (other than lowering for testing) - Minimal handing out / sharing of documents / resources - All test centre staff wear disposable PPE, regularly changed for each session 	1	4	4	
4	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> - All test centre staff transporting samples to wear disposable PPE (gloves, apron, mask, visor), regularly changed for each session - Spillages mopped up immediately 	1	4	4	
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> - All test centre staff transporting samples to wear disposable PPE (gloves, apron, mask, visor), regularly changed for each session - Spillages mopped up immediately 	1	4	4	
6	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> - All test centre staff wear disposable PPE (gloves, apron, mask, visor), regularly changed for each session - Spillages mopped up immediately - Regular removal of waste in controlled manner to a secure, inaccessible location. 	1	4	4	

7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> - Labels for all those who have consented to be printed - On registering Name Label, barcode and matching test barcodes placed in plastic tray - Testee collects tray containing their card and details and is directed to testing booth - Plastic tray passed at test booth to processor - Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 	1	4	4	
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	Subjects for which a void or no traceable test result are called for a retest (Identified by 'Invitation to test' list)	1	4	4	
9	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_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 or a visor which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. A plastic apron, as supplied, 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. 				
10	Occupational illness or injury	Slips trips and falls	Regular checking for obstacles and hazards in testing centre	1	2	2	
11	Manual handling	Musculoskeletal injury from moving of boxes of solutions and equipment in	Heavy items to be carried / transported using 2 persons where load exceeds 20kg. Fragile goods / liquids to be handled with care. Clinical waste to be carried out using a trolley, clearly marked as clinical waste	1	2	2	

15	Inclement weather	Risk of slipping in external area outside gymnasium	Estates staff to regularly lay grit/salt and create safe pathways outside testing centre to prevent slips on ice, frost or snow.	1	3	3	
16	Electrical safety / plant & equipment maintenance Defective electrical equipment	Risk of electrocution from defective electrical equipment	Testing centre subject to fixed electrical inspection within last 5 years. All electrical equipment being used must have had PAT test in last 12-24 months.	1	4	4	
17	Use of shared equipment	Risk of transmission of virus from shared equipment	Staff to wear disposable latex or similar gloves for all tasks involving handling shared equipment. Gloves to be regularly replaced and disposed of to minimise risk of transmission	1	4	4	
18	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 • Registration card complete with student's name label to be placed in plastic tray with barcode • 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 (CHECK THAT PROCEDURE IN PLACE 	1	4	4	
19	Contamination of environment and individual test	Contamination causing infection to be transmitted or false test result	<p>Cleaning procedure to be followed as per procedure at start/end of session, after tests in booths and on processing tables.</p> <p>End of day cleaning of floors and touch points</p> <p>Effective waste management and disposal as per procedure</p>				

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	AM/NS		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	AM/NS		
3	Risk assessment to be reviewed on daily / weekly basis as testing commences to ensure risks adequately covered	AM/NS		
4	Verify procedures in place for: a) PPE supplies and use b) Solutions used in lateral flow device (expiry dates checks) c) Sanitiser supplies and use d) Cleaning of testing stations, floor and sanitisation of testing centre e) Clinical Waste disposal / storage / transport	AM/NS / Test Centre Manager		

Additional Notes

Risk Evaluation

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

Likelihood

- Rare**, will probably never happen/recur
- Unlikely**, do not expect it to happen, but is possible
- Possible**, Might happen
- Likely**, will probably happen
- Almost Certain**, will undoubtedly happen

situation

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

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	Colin Hinds
Signature of Lead Assessor	
	Date 12/01/2021

Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident

Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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