

APPENDIX C: Risk Assessment for 'lateral flow' testing

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	04/01/21	Lead Assessor	Dave Helsby	Assessment Number	001
Activity / Task					
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Queen's Park High School				
Activities Involved	Testing school staff, students and visitors where appropriate.			Location	Theatre Bar/First Floor
Who Might be affected	Trust/School Staff ✓	Students ✓	Contractors ✓	Visitors ✓	Volunteers ✓

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	Action No
1	Contact between subjects and staff 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. • 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 test area 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, NHS registration cards and PCR test kits if appropriate. 	1	4	4	
2	Contact between subject and sampler/test assistant increasing the	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • PPE: Test Assistant to wear full PPE including disposable apron, gloves, face mask and visor. • Gloves to be replaced and hands sanitised between every subject being assisted with their sample. 	1	4	4	

	transmission of COVID19: <u>Sample taking</u>		<ul style="list-style-type: none"> • Cleaning: Cleaning of Test Assistant station after each subject has given their sample. Cleaning includes table, tissue box, sanitiser, and mirror using antiviral wipes provided. • Test packaging to go into the black waste bag. Tissues to go into the yellow/clear bag and PPE to go into the tiger striped bag. • Social distancing: Maintain a social distance of two metres from subjects and staff, taking extra care when the subject is blowing their nose or swabbing. Sneezing, coughing and gagging are common while the subject takes a sample. • No physical handing of documents with subjects except barcodes and NHS registration cards. • Movement of samples to the Test Processing station moved carefully, moving a maximum of one sample at a time. Keep route free of trip hazards. 				
3	Contact between samples and test processors 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"> • PPE: Test Processor to wear full PPE including disposable apron, gloves, face mask and visor. • Gloves to be replaced and hands sanitised between every sample being prepared. • Gloves to be worn at all times when handling the lateral flow test equipment. • Cleaning: Cleaning of Test Processor station after each sample has been processed. Cleaning includes table, tube holder, sanitiser, buffer solution, pen, and clock using antiviral wipes provided. • Solutions, samples, swabs and any other medical waste to go into the yellow/clear bag and PPE to go into the tiger striped bag. • Social distancing: Maintain a social distance of two metres from subjects and staff. • No physical handing of documents with subjects except barcodes and NHS registration cards. • Movement of samples to the Test Reporting station moved carefully, moving samples on trays with a maximum of one tray at a time. Keep route free of trip hazards and only walk between stations. 	1	4	4	
4	Contact between samples and test recorder increasing the transmission of COVID19: <u>Sample analysis.</u>		<ul style="list-style-type: none"> • PPE: Test Reporter to wear PPE including disposable apron, gloves and face mask. • Gloves to be replaced and hands sanitised between every sample being recorded. • Gloves to be worn at all times when handling the lateral flow test equipment. • Cleaning: Cleaning of Test Reporter station after each sample has been recorded. Cleaning includes tray, tablet, computer and anything else touched using antiviral wipes provided. • Positive, negative and void tests to go into the yellow/clear bag and PPE to go into the tiger striped bag. 	1	4	4	

			<ul style="list-style-type: none"> • Social distancing: Maintain a social distance of two metres from subjects and staff. • No physical handing of documents with subjects except barcodes and NHS registration cards. • Returning clean trays to processing stations carefully when walkways are clear. Keep route free of trip hazards and only walk between stations. 				
5	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"> • Samples to be disposed of in medical waste. All waste to be placed in the appropriate bags as per signage in the room. • Bags to be sealed and double bagged once 2/3 full. • Bags collected at the end of the testing session by site team during deep clean and disposed of through waste contractor (Ash Waste). 	2	3	6	
6	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • Two 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 test reception. • Barcodes are checked for congruence at the Test Assistant station and applied to Lateral Flow Device by the Test Processor at this time. • School backup spreadsheet populated with barcode information to act as internal backup/notification system. 	1	2	2	
7	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> • Subjects are called for a retest if necessary. • School backup spreadsheet populated with barcode information to act as internal backup/notification system. • School system can monitor who is positive in school for instant site removal and contact tracing. 	1	1	1	
8	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate),	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	<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 sites waste disposal procedures. • Do not use if the solution has expired 	1	2	2	

	NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> • 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. 				
9	Occupational illness or injury	Cancellation of testing of subjects.	<ul style="list-style-type: none"> • Staff trained in multiple roles so that cover can be provided when necessary. • New staff briefed by team leader/site leaders. 	1	1	1	
10	Manual handling		<ul style="list-style-type: none"> • Covered in school/Trust H&S Policy 	1	2	2	
11	Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> • All surfaces are even and checked by Site Team staff. 	1	2	2	
12	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> • Care to be taken on the stairs by subjects and staff. • Any disabled subjects will be tested in an alternative location on the ground floor if required (Covid Room) 	1	2	2	
13	Inclement weather		<ul style="list-style-type: none"> • Covered in school/Trust H&S Policy 	1	1	1	
14	Electrical safety / plant & equipment maintenance Defective electrical equipment		<ul style="list-style-type: none"> • Covered in school/Trust H&S Policy 	1	2	2	

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	07/01/21	07/01/21
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	07/01/21	07/01/21 & Ongoing

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

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 Dave Helsby & Lyndsay Watterson

Signature of Lead Assessor D Helsby

Date 07/01/2021

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

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