

## Risk Assessment

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Overview: 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	12/01/21	Lead Assessor	J.Owens		
<b>Activity / Task</b>					
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Castle View Enterprise Academy				
<b>Activities Involved</b>	Testing teaching staff and students for COVID-19			<b>Location</b>	Main Hall
<b>Who Might be affected</b>	Employee ✓	Student ✓	Visitor ✓		

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed. Action No
				Probability	Severity	Risk	
1	Contact between subjects increasing the risk of transmission of COVID19	<p><b>Booking Subjects</b></p> <p>Large numbers of people from different households test accessing site.</p> <p>Increased risk of contracting coronavirus between individuals through airborne transmission due to inability to social distance.</p>	<p><b>Subject Numbers</b></p> <p>A booking system allows management of numbers in relation to site capacity and enable people to maintain social distancing.</p> <p><b>Asymptomatic:</b></p> <p>Each subject will 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.</p>	1	5	4	<p>Booking system.</p> <p>Reinforce booking via email.</p>
2	Contact between subjects increasing the risk of transmission of COVID19	<p><b>Welcome &amp; Registration:</b></p> <p>Contact between subjects and staff increasing the risk of transmission of COVID19:</p>	<p><b>Staff screening and risk assessment:</b></p> <p>All staff risk assessed at employment and routinely (daily when working on site) to ensure any increased vulnerability is addressed. All staff provided with clear guidelines not to come to work if unwell or identified as a close contact of a confirmed case.</p> <p><b>Site Design and signage:</b></p> <p>In accordance with NHS/PHE requirements, including wall signage and floor signage (2m) and use of hazard tape to support social distancing. These will be supplemented by trained staff to control crowds.</p>	1	5	4	

		<p><b>Ventilation:</b></p> <p>Will be maintained through opening windows and doors. Fire Exit Doors can be open. All Air Handling units are programmed to fresh air only no re-circulation in all areas</p> <p><b>Social distancing:</b></p> <p>2 M social distancing is to be maintained between subjects and staff at all times unless required for assistance of subjects, distribution of barcodes or other administrative tasks.</p> <p>When assistance of subjects, distribution of barcodes or other administrative tasks are required, social distancing should be maximised as much as possible and any time spent closer than two metres is to be minimised.</p> <p>A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance ensured by reception, queue management &amp; sampling staff.</p> <p><b>Face coverings and PPE:</b></p> <p>All subjects to wear face coverings at all times whilst in the test centre premises except for brief lowering at time of swabbing.</p> <p>Compliance with wearing of face covering of all subjects to be visually checked on arrival by reception staff and monitored by all supervisors.</p> <p>All staff to wear face coverings or PPE according to their roles at all times whilst in the test centre apart from when on rest periods in designated welfare areas when social distancing above two metres can be ensured. Monitoring of PPE compliance by site supervisor.</p> <p><b>Hand hygiene:</b></p> <p>All reception and queue management staff to ensure regular hand hygiene through hand washing with soap and water on arrival and before and after any breaks. In addition, hand sanitizer is to be freely available and used regularly by</p>				
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			<p>all staff. Monitoring of compliance by site supervisor. Every subject to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</p> <p><b>Signage:</b></p> <p>In place highlighting requirements for face coverings, hand hygiene and social distancing.</p> <p><b>Building Cleaning:</b></p> <p>Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>Limited clutter-chairs only where needed, no physical handing of documents to subjects except barcodes.</p>				
3	Contact between subjects increasing the risk of transmission of COVID19	Sample taking: Contact between subject and test assistant (site operative) increasing the transmission of COVID 19	<p><b>Queue management</b></p> <p>Subjects are called forward to be sampled only when the site operative is ready to oversee the swabbing of the subject to minimise time spent at less than two metres social distance.</p> <p><b>Protocol</b></p> <p>Room Temperatures between be 2-30°C in swabbing area.</p> <p>Subjects are instructed to lower their face covering/mask immediately prior to sampling and to raise it again immediately after the swab has been taken. Once sampling is complete, site operative instructs subject to leave the sampling area as soon as possible to minimise time spent at less than two metres social distance. The swabbing process is not to involve any physical contact between subject and site operative.</p> <p><b>PPE and infection control</b></p> <p>Processing staff are to wear and change PPE at all times during their shift.</p> <p>The default position will be full PPE for processing operative with handwashing/ 70% alcohol hand run and change of gloves after each sample.</p>	1	5	5	<p>Subjects sanitise hands and only lower mask to swab.</p> <p>All subjects to self-swab.</p>

			<p>Processing staff are required to change their gloves after each use (single test) and other PPE after each session or as soon as it is damaged, soiled/contaminated or if there are any concerns regarding possible contamination.</p> <p>All other site operatives are required to wear and change PPE as per SOP at all times during their shift and to change after each session or as soon as it is damaged, soiled/contaminated or if there are any concerns regarding possible contamination.</p>				
4	Contact between subjects increasing the risk of transmission of COVID19	<p><b>Sample Transport:</b></p> <p>Contact between sample and test centre runner increasing the transmission of COVID19</p>	<p>Runner in appropriate PPE including gloves for handling any samples.</p> <p>All samples to be contained in a suitable container with a securely fitting lid e.g. swab tube or specimen pot.</p> <p>All sample containers to be placed into the allocated test tube holder.</p> <p>Test strips to be collected in a tray and taken to the processing area.</p>	1	5	5	
5	Contact between subjects increasing the risk of transmission of COVID19	<p><b>Sample processing &amp; analysis, including waste disposal</b></p> <p>Contact between samples and sample testers increasing the transmission of COVID19</p>	<p>Sample testing to be conducted in a dedicated, uncluttered, well-lit and well ventilated area, temperature 15-20°C in the analysis area. Restricted access to testing area with only personnel with pre-approved allowed to stay/enter.</p> <p><b>Training &amp; protocols:</b></p> <p>Testers will have rigorous prior and regular training covering safe sample handling in accordance with HSE and GLP guidelines.</p> <p>Testing staff are to follow the detailed testing protocol without deviation.</p> <p>During the extraction phase of the testing, the swab and extraction tube are to be held at arm's length to minimise the likelihood of contact with any droplets of extraction fluid.</p> <p>There will be quality assurance processes and escalation policies.</p> <p><b>Quality &amp; Safety management:</b></p>	1	5	5	

			<p>Site quality lead with monitoring of compliance audits.</p> <p><b>PPE:</b></p> <p>All personnel in sample processing station are to be in full PPE (mask, gloves, apron, visor) at all times when sample testing is being conducted.</p> <p>Testing staff are required to change their PPE, if damaged, contaminated or if there are any concerns regarding possible contamination.</p> <p><b>Cleaning:</b></p> <p>All surfaces which have been contaminated or potentially contaminated, are wiped down with an appropriate disinfectant between samples in addition to regular cleaning. This includes pens for marking LFDs and electronic devices.</p> <p><b>Waste disposal:</b></p> <p>After the sample has been used and barcodes have been scanned for reporting purposes, disposal of swab(s), tubes and sample transport bags must be disposed using the appropriate clinical waste procedures.</p> <p>Waste for test centre contract held with PHS - monthly collections and bins provided.</p>					Waste disposal collection days TBC by PHS.
6	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>3 identical barcodes are provided to subject at check in.</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 sample collection bay. Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station.</li> </ul>	1	5	5		
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"> <li>Rule based recall of subjects who have not received a result within 2 hrs of registration.</li> <li>Subjects are called for a retest.</li> </ul>	1	5	5		

8	<p>Extraction solution: <math>\text{Na}_2\text{HPO}_4</math> (disodium hydrogen phosphate), <math>\text{NaH}_2\text{PO}_4</math> (sodium phosphate monobasic) and <math>\text{NaCl}</math> (Sodium Chloride)</p>	<p>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.</p>	<ul style="list-style-type: none"> <li>• <b>PPE:</b> nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution.</li> <li>• <b>Environmental:</b> do not let product enter drains</li> <li>• <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</li> <li>• Do not use if the solution has expired</li> <li>• Training to be completed in advance. Adhere to guidelines in these training procedures to prevent improper handling.</li> <li>• Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>	1	4	4	
9	<p>Manual handling</p>	<p>Equipment to be moved between test centre and medical room for the removal of waste</p>	<ul style="list-style-type: none"> <li>• All staff have been trained in manual handling techniques.</li> <li>• Trolleys available for bulky or heavy items.</li> <li>• Staff to assess and plan if two-person lift required prior to any manual handling tasks.</li> </ul>	1	3	2	
10	<p>Electrical safety &amp; equipment maintenance  Defective electrical equipment</p>	<p>Damaged equipment presents a risk of electric shock/ignition source, resulting in burns/fatal injuries</p>	<ul style="list-style-type: none"> <li>• Not to be brought to site from home.</li> <li>• All to be provided by employer and subject to system of inspection, examination and test.</li> <li>• All equipment to be pre-use checked prior to use</li> <li>• All electrical equipment to be PAT tested.</li> </ul>	1	5	5	

<b>Control Improvements</b>				
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	18/01/21	17/02/21
2	Full run through with all staff before officially completing any tests	Team Leaders	11/01/21	11/01/21
3	Completion of competency checklist for each role	COVID Coordinator	15/01/21	18/01/21
4	Completion of quality checklist weekly	COVID Coordinator	15/01/21	Weekly

<b>Additional Notes</b>



### 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 too as low as is reasonably practicable.

Persons involved in assessment

Signature of Lead Assessor

Date

**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

