

Risk Assessment - ONSITE 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	06.01.2021	Lead Assessor	Hayleigh Rogers - School Business Manager		Assessment Number	1
Activity / Task						
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at: SUNNYDOWN SCHOOL, 152 Whyteleafe Road, Caterham, Surrey, CR3 5ED					
Activities Involved	Traversing the site on foot Testing staff and students				Location: Sunnydown School (Science lab)	
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓	

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	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 • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival • 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 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. 	1	4	4	NO

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"> • Pre registration for all staff will be implemented so minimal contact during the testing will take place • Students taking part and age 13 or over will self test and register results where possible • Those under 13 will be registered by trained staff (Team Leaders) 	1	3	3	NO
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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"> • PPE will be provided and used by those in the test area • Training has been issued and undertaken by those Team leaders on site 	1	3	3	NO
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 staff and students will self administer the test to reduce the risk of transmission • PPE will be provided and used by those in the test area 	1	3	3	NO
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 staff and students will self administer the test to reduce the risk of transmission • PPE will be provided and used by those in the test area 	1	3	3	NO

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"> • PPE will be provided and used by those in the test area • Training has been issued and undertaken by those Team leaders on site 	1	3	3	NO
7	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 • The subject registers their details to a unique ID barcode before conducting the test • 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 	1	3	3	NO

8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within x hrs of registration • Subjects are called for a retest 	1	3	3	NO
9	Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO 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,	<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 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. 	1	3	3	NO

		and medical conditions aggravated by exposure.					
10	Occupational illness or injury		<ul style="list-style-type: none"> • Training has been issued and undertaken by those Team leaders on site • Area to be monitored to ensure safe maintenance of the room and test areas by Team leaders during testing and pre and post room checks 	1	3	3	NO
11	Manual handling		<ul style="list-style-type: none"> •All students and staff are abled bodied •For any manual handling needs eg: for instance fainting. First aiders will be present 	1	3	3	NO
12	Unauthorised access by members of the public		<ul style="list-style-type: none"> •Secure site from the public 	1	3	3	NO
13	Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> •Science room has a non slip floor •Entrance area has mats to wipe feet in wet weather •Team leaders will have access to the site manager and domestic team should the floor need maintenance during testing. 	1	3	3	NO
14	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> •No steps associated with the test area 	1	3	3	NO
15	Inclement weather		<ul style="list-style-type: none"> •Entrance area has mats to wipe feet in wet weather •Team leaders will have access to the site manager and domestic team should the floor need maintenance during testing. 	1	3	3	NO
16	Electrical safety / plant & equipment maintenance Defective electrical equipment		<ul style="list-style-type: none"> •PAT testing is carried out by the Premises Manager on electrical items •New items that arrive on the site are expected to be tested prior to use 	1	3	3	NO
17	Use of shared equipment		<ul style="list-style-type: none"> •Staff have their own personal devices and no sharing should be necessary • General resources ie pens etc will not be shared and staff will have their own equipment 	1	3	3	NO

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 • The subject registers their details to a unique ID barcode before conducting the test • 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 	1	3	3	NO
19	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within x hrs of registration • Subjects are called for a retest 	1	3	3	NO
20	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 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 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. 	1	3	3	NO

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		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator		
3	Training record for staff to be created and maintained			

Additional Notes

Risk Evaluation

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

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

		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

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	
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	
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