

# APPENDIX C: Template for Risk Assessment

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	10/01/2021	Lead Assessor	Matthew Brown – Head Teacher  Gary Morgan – Business Manager	Contract		Assessment Number	1
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Blackfen school						
<b>Activities Involved</b>	Traversing the site on foot Testing school staff and students				<b>Location</b>		Blackfen school
<b>Who Might be affected</b>	Employee  ✓	Client  ✓	Contractor  ✓	Visitor  ✓	Service User/student  ✓		

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 increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<p><b>EXAMPLE OF MEASURES:</b></p> <ul style="list-style-type: none"> <li>• <b>Asymptomatic:</b> 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.</li> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <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> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking if applicable.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception staff.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue co-ordinators and all other staff.</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> <li>• <b>Social distancing:</b> 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 co-ordinators t &amp; sampling staff.</li> <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 queue co-ordinating staff.</li> </ul>	1	4	4	

			<ul style="list-style-type: none"> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits</li> </ul>				
2	Contact between subjects and staff increasing the risk of transmission of COVID-19 <u>Welcome &amp; registration</u>	Transmission of the virus leading to ill health or potential death	<p><b>Registration staff to wear full PPE at all times. A 2m line is marked and subject must not go beyond that line. Sanitiser available and clear signage.</b></p> <p><b>Any subject experiencing Covid-19 symptoms should not register</b></p>	1	4	4	Clear training provided and quality assured.
3	Contact between subject and test assistant increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	As some staff – test assistants – are in closer contact full PPE is used. No test assistant should touch equipment or stand close to the subject. Swabbing is done by the subject.	2	4	8	Training provided and quality assured.
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"> <li>• Samples are self-swabbed by subjects and collected by the Testing Assistant to be taken to the processing desk.</li> <li>• Subjects wear a face mask before and after swabbing but temporarily remove it while swabbing.</li> <li>• The Testing Assistant maintains safe social distancing from the subject.</li> <li>• The Testing Assistant wears a face mask, a face shield and gloves.</li> </ul>	1	4	4	

5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Transmission of the virus leading to ill health or potential death	<p>Samples are self-swabbed by subjects and collected by the Testing Assistant to be taken to the processing desk.</p> <ul style="list-style-type: none"> <li>• Subjects wear a face mask before and after swabbing but temporarily remove it while swabbing.</li> <li>• The Testing Assistant maintains safe social distancing from the subject.</li> <li>• The Testing Assistant wears a face mask, a face shield and gloves.</li> </ul>	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	Full PPE worn	1	4	4	
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• 2 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> </ul> <p>Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device at this station</p>	1	4	4	
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"> <li>• Rule based recall of subjects who have not received a result within 4 hrs of registration</li> <li>• Subjects are called for a retest</li> </ul>	1	1	1	

9	<p>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)</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. <b>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.</b></li> <li>•</li> <li>•</li> <li>•• <b>Environmental:</b> do not let product enter drains. Correct disposal of waste. Cap on the extraction fluid at all times.</li> <li>• <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the school's waste disposal procedures</li> </ul> <p>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.</p>	1	4	4	
10	Occupational illness or injury		<p>First aiders on site at all times            Medical room available at all times            Covid-19 secure room available at all times</p>	1	2	2	Rota is checked to ensure a first aider is on site at all times.
11	Manual handling		Premises staff have training in manual handling	1	1	1	
12	Unauthorised access by members of the public		School is on lockdown and access only control for staff who have access.				

13	Uneven surfaces (floor protection in the Testing and Welfare areas)		Testing site has a hard floor	1	1	1	Regular cleaning of floor
14	Stairs to / from sample processing / registration area and welfare space	None	NA				
15	Inclement weather		Subjects not to attend testing if weather is poor	1	2	2	
16	Electrical safety / plant & equipment maintenance  Defective electrical equipment		All portable equipment has been PAT tested Touch point surfaces are cleaned regularly	1	4	4	
17	Use of shared equipment		Touch point surfaces are cleaned regularly	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		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator		

Additional Notes				

		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

Risk Evaluation		
Likelihood	Severity	Risk Control Strategies
Rare – will probably never happen/recur	Negligible	Intolerable – stop activity, take immediate action to reduce the risk
Unlikely – do not expect it to happen, but is possible	Minor	Substantial – Take action within an agreed period
Possible – Might happen	Moderate	Tolerable – Monitor the situation
		Trivial – No action required
Likely – will probably happen	Major	
Almost Certain – will undoubtedly happen	Critical	





