

Testing Site 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	11/01/2021	Lead Assessor	FC/ML	Contract		Assessment Number	1
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at St Anthony's Academy						
Activities Involved	Testing staff and students					Location	Main Hall
Who Might be affected	Employee Staff ✓	Client Students ✓	Contractor	Visitor	Service User		

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk valuation most measu			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	<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 in communal areas 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 when in communal areas. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception/testing staff.. • 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 verbal reminders if necessary. • 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. • 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"> • Small numbers of students to be directed to testing area by senior staff. • Subjects only enter the testing area when directed to do so • Hands must be sanitised on entry • Face coverings to be worn at all times (other than when swabbing) • Subjects shown to socially distanced seating area. • Chairs cleaned by duty cleaner between use. • PPE to be worn by reception staff 	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	<p>All staff involved in the testing process have completed the training programme and are adhering to the protocols and practices. PPE is worn as instructed. Thorough and frequent cleaning is carried out in between tests. Samples are handled according to protocols. Appropriate waste disposal is used.</p>	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	<p>All staff involved in the testing process have completed the training programme and are adhering to the protocols and practices. PPE is worn as instructed. Thorough and frequent cleaning is carried out in between tests. Samples are handled according to protocols. Appropriate waste disposal is used.</p>	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	<p>All staff involved in the testing process have completed the training programme and are adhering to the protocols and practices. PPE is worn as instructed. Thorough and frequent cleaning is carried out in between tests. Samples are handled according to protocols. Appropriate waste disposal is used.</p>	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	<p>All staff involved in the testing process have completed the training programme and are adhering to the protocols and practices. PPE is worn as instructed. Thorough and frequent cleaning is carried out in between tests. Samples are handled according to protocols. Appropriate waste disposal is used.</p>	1	4	4	

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	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"> Rule based recall of subjects who have not received a result within 1 hour of registration Subjects are called for a retest 	2	4	4	
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, 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 <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>				
10	Occupational illness or injury	Injury leading to ill health or possible death	See Academy Health and Safety Policy and ensure that all Health and Safety Protocols are adhered to.	1	4	4	
11	Manual handling	Injury or transmission of virus	Maintain social distance and avoid physical contact where possible. In case of emergency Team Teach trained staff wearing PPE are available. See Academy Manual Handling Policy.	1	4	4	
12	Inclement weather	Difficulty in accessing site	See inclement weather policy and gridding risk assessment Site Team to carry out regular checks and ensure ease of access.	3	4	4	

13	Electrical safety / plant & equipment maintenance Defective electrical equipment	Injury/death	All electrical equipment on site is recently PAT tested and visually inspected before each use. Site and technical staff available at all times to deal with any concerns.	1	4	4	
14	Use of shared equipment	Transmission of infection.	Equipment to be thoroughly cleaned by testing staff and onsite cleaner following use and change of user.	1	4	4	
15	Incorrect result communication	Wrong samples or miscoding of results	2 identical barcodes are provided to subject at check in <ul style="list-style-type: none"> 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	4	4	
16	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 	2	4	4	
17	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 <p>Do not use if the solution has expired</p> <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. 				

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	Jan 2021	Jan 2021
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and Health and Safety	Covid Coordinator	Jan 2021	Jan 2021

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	
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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