

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	04/01/21	Lead Assessor	Carl Jones	Contract	EDRC	Assessment Number	1
Activity / Task	ON-SITE MASS COVID-19 TESTING OF PUPILS VIA LATERAL FLOW ASSAYS						
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at ELLESMERE PORT CATHOLIC HIGH SCHOOL						
Activities Involved	Traversing the site on foot Testing staff and students				Location	MAIN HALL	
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk valuation (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	<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 / security 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 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 and PCR test kits. 	1	4	4	NO

2	<p>Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & registration</p>	<p>Transmission of the virus leading to ill health or potential death</p>	<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. Upon arrival registration staff will ask subjects to confirm the above. • 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 / security 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 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- no physical handing of documents to subjects except barcodes and PCR test kits. 	1	4	4	NO
3	<p>Contact between subject and sampler increasing the transmission of COVID19: Sample taking</p>	<p>Transmission of the virus leading to ill health or potential death</p>	<ul style="list-style-type: none"> • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times. Gloves will be removed and replaced before and after each subject encounter. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times. Impervious clothing to be worn to protect the body from splashes or spillages. • Staff and subjects handle the plastic side of the cotton swab. They should avoid touching the cotton tip of the sample swab when handling. • 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 	2	4	8	NO

			<p>affected by the virus or have been in close contact with someone who is displaying symptoms.</p> <ul style="list-style-type: none"> • 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. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by sample assistants and queue managers. • Hand hygiene: All subjects to use hand sanitiser provided upon exit of the station to the exit of the testing site. Staff will do the same before and after each subject encounter. • 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. If subject requires assistance for swabbing, staff should maintain as much distance from the subject as possible, whilst maintaining an accurate measurement. • 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. 				
4	Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times. Gloves will be removed and replaced before and after each subject encounter. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times. Impervious clothing to be worn to protect the body from splashes or spillages. • Face coverings/masks to be worn by all staff at all times whilst on the premises. • Hand hygiene: Staff are to use the hand sanitiser provided on before and after handling each testing lateral flow device. • 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 & other sampling staff. • A one-way flow of subjects from reception desk to sample testing station will be enforced, and subjects will not go past sampling desk. Compliance with this is to be ensured by signage, measured floor markings and queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 	1	4	4	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"> • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times. Gloves will be removed and replaced before and after each subject encounter. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times. Impervious clothing to be worn to protect the body from splashes or spillages. • Face masks: All staff are to wear at all times whilst on the premises. • Hand hygiene: All processors and analysers to use hand sanitiser before and after each sample reading. • Social distancing: Two metre social distancing to be maintained between subjects. • A one-way flow of subjects from reception desk to sample testing station will be enforced, and subjects will not go past sampling desk. Compliance with this is to be ensured by signage, measured floor markings and queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 	1	4	4	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: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times. Gloves will be removed and replaced before and after each subject encounter. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times. Impervious clothing to be worn to protect the body from splashes or spillages. • Face coverings/masks to be worn by all staff at all times whilst on the premises. • Hand hygiene: All staff to use hand sanitiser provided before and after handling of testing equipment. • Equipment disposal: equipment should be sought and disposed into biohazard/clinical waste (yellow tiger stripe), and general waste (black). • Disposal from site premises: Site manager/testing coordinator will contact waste disposal unit to ensure frequent off-site removal of equipment. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 	2	4	8	NO
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 3 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	2	2	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 2 hrs of registration. • Subjects are called for a retest. 	1	2	2	NO
9	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	2	2	NO
10	Occupational illness or injury	Slips, trips and falls.	<ul style="list-style-type: none"> • Any spillages will be dealt with promptly and accordingly by staff. Management of spills will be in compliance with NHS Test and Trace training protocols. • Usage of wet floor signs will be used in the event of a slippery or uneven surface. • Any occupational injury will be recorded within the on-site RIDDOR folder. • If severe, assistance of first aider/ contact emergency services. 	1	3	3	NO
11	Manual handling	Back and muscle strain from heavy/frequent lifting.	<ul style="list-style-type: none"> • Staff members will revise and practice correct handling of equipment according to the Manual Handling Operations Practice 1992. • Wearing of comfortable, non-restrictive clothing. 	2	2	4	NO
12	Unauthorised access by members of the public	Potential cross-contamination/infection of subjects and staff members.	<ul style="list-style-type: none"> • Immediate off-site removal of unauthorised personnel. • Staff surveillance of testing site stations, including holding rooms. • Testing site/room will require staff access via electronic scanning of staff card. 	1	4	4	NO
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Trips and falls.	<ul style="list-style-type: none"> • Site manager will be notified and surfaces will be amended by the authorised personnel. • Notification of uneven surface through barriers and signage. 	1	3	3	NO

14	Stairs to / from sample processing / registration area and welfare space	Trips and falls	<ul style="list-style-type: none"> Sample processors will retrieve samples from testing station, One-way system will be clear from subjects, allowing non-obstructive movement of staff. 	1	2	2	NO
15	Inclement weather	Wet	<ul style="list-style-type: none"> Notification of slippery/muddy surfaces using wet floor signs. Staff will clean and dry surfaces in accordance to the spillage management section of the NHS Test and Trace training protocol. 	1	2	2	NO
16	Electrical safety / plant & equipment maintenance Defective electrical equipment	Electrocution, and related injury	<ul style="list-style-type: none"> Disposal and removal of defective electrical appliances into waste disposal. 	2	3	6	NO
17	Use of shared equipment	Cross-contamination of equipment	<ul style="list-style-type: none"> Cleaning: shared equipment will be thoroughly cleaned according to PHE guidelines prior to future use. 	2	4	8	NO
18	Incorrect result communication	Wrong samples or miscoding of results Creating false positive/negative results to subjects	<ul style="list-style-type: none"> 3 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	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 2 hrs of registration. Subjects are called for a retest 	2	2	4	NO

20	<p>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)</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"> • 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. 	1	2	2	NO
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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	05/01/2021	05/01/2021
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	05/01/2021	05/01/2021

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	KRISTINA RANGLES, WENDY BRISCOE, CARL LLOYD, CARL JONES, CLARE ROGERS, SARAH McWILLIAMS, KATE PARKINSON, TAMSIN HARRISON, NICOLA COULSTON
Signature of Lead Assessor	 Date 7 th January 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	Review date	Comments	Reviewed by	Signature

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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Test and Trace