

## Risk Assessment

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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	13/01/2021	Lead Assessor	Patrick Daley	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 Huntcliff School				
<b>Activities Involved</b>	Traversing the site on foot Testing School staff and students				
<b>Who Might be affected</b>	Employee ✓		Students ✓		

Hazard Identification and evaluation				
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Additional control needed? 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"> <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>• Prominent signage reminding attending subjects of the above are displayed at the entrance to the building.</li> <li>• <b>Face masks:</b></li> <li>• Face coverings/masks to be worn by subjects at all times in line with the school's overall Covid-19 risk assessment 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.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by duty staff.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers 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 duty staff.</li> </ul>	

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			<ul style="list-style-type: none"> <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 staff, queue management &amp; sampling staff.</li> <li>• A one-way flow of subjects through the testing area is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</li> <li>• <b>Cleaning:</b> Regular cleaning of the testing site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• No physical handing of documents to subjects except barcodes and registration cards</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	<ul style="list-style-type: none"> <li>• All staff to undergo appropriate training to allow for the safe conducting of testing</li> <li>• Social distancing measures and controls to be adhered to at all times during the testing process</li> <li>• Appropriate PPE to be worn by all staff involved in the conducting, processing, recording and cleaning process</li> <li>• Regular changing of PPE to be conducted in line with published guidance</li> <li>• Regular cleaning of testing areas to be conducted in line with published guidance</li> </ul>	
3	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>			
4	Contact between sample			

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	<p>and test centre runner increasing the transmission of COVID19: <u>Sample transport</u></p>			
5	<p>Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u></p>			
6	<p>Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u></p>			

7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• Only students whose parents have given written consent will be tested</li> <li>• Registration details and code allocation information will be cross checked against consent information</li> <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> <li>• 2 registration staff at registration point. One who can confirm identity of subject to ensure correct registration card and bar code issued.</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>	
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 1 hour of registration</li> <li>• Subjects are called for a retest</li> </ul>	
9	Extraction solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen	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	<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. 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.</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 appropriate waste disposal procedures</li> <li>• Solution will not be used if it has expired</li> </ul>	

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	phosphate), NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)	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"> <li>• 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.</li> <li>• Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>	
10	Occupational illness or injury	Risk of trip hazards	<ul style="list-style-type: none"> <li>• All cabling to be securely fastened to floor and appropriate signage used</li> <li>• Additional lighting will be provided to ensure adequate visibility for the conducting of testing</li> <li>• Route to be pre-walked prior to the start of testing to ensure that it is clear of any potential trip hazards</li> </ul>	
11	Manual handling	Risk of injury to incorrect manual handling techniques	<ul style="list-style-type: none"> <li>• All heavy manual handling requirements will be carried out by trained Site Staff</li> </ul>	
12	Unauthorised access by members of the public	Testing will only be conducted on school staff and students	<ul style="list-style-type: none"> <li>• Testing will not be conducted on members of the public</li> </ul>	
13	Uneven surfaces (floor protection in the	Risk of trip hazards	<ul style="list-style-type: none"> <li>• Where protective tarpaulin is used it will be secured to the floor with heavy duty tape</li> </ul>	

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	Testing and Welfare areas)			
14	Electrical safety / plant & equipment maintenance	Risk of injury or death due to use of faulty electrical equipment or poorly maintained equipment	<ul style="list-style-type: none"> <li>• Use of all electrical equipment annually inspected (PAT test)</li> <li>• Prior to using equipment, a visual check for wear and tear and any visual faults will be conducted. Any faults should be reported to site staff immediately and equipment should be placed out of action</li> </ul>	
15	Use of shared equipment	Risk of cross contamination	<ul style="list-style-type: none"> <li>• All equipment that is shared will be wiped down and sanitised prior to change over of personnel</li> </ul>	

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	22/01/21	



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<b>Additional Notes</b>

<b>Declaration</b> - 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	Senior Leadership Team
Signature of Lead Assessor	Date





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<b>Reviews</b> – 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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