

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	Roland Weston				
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at <u>Teignmouth Community School</u>						
Activities Involved	Traversing the site on foot Testing staff and students				Location		Performing Arts Centre
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 at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by duty 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 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 for first 200 subjects. 	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"> • Social distancing has been stipulated and is practised. • Clear signage and staff to monitor and enforce this. • Strict hygiene practised and the wearing of appropriate PPE by all staff managing LFD testing process. 	1	4	4	No

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"> • Social distancing has been stipulated and is practised. • Clear signage and staff to monitor and enforce this. • Clear explanation and briefing for all participants to ensure safe behaviour. • Thorough training, quality assured, of all testing staff. • Strict hygiene practised and the wearing of appropriate PPE by all staff managing LFD testing process. 	1	4	4	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"> • Clear explanation and briefing for all participants to ensure safe behaviour. • Thorough training, quality assured, of all testing staff. • Strict hygiene practised and the wearing of appropriate PPE by all staff managing LFD testing process. 	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"> • Clear explanation and briefing for all participants to ensure safe behaviour. • Thorough training, quality assured, of all testing staff. • Strict hygiene practised and the wearing of appropriate PPE by all staff managing LFD testing process. 	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"> • Clear explanation and briefing for all participants to ensure safe behaviour. • Thorough training, quality assured, of all testing staff. • Strict hygiene practised and the wearing of appropriate PPE by all staff managing LFD testing process. • Controlled and appropriate management of medical waste by suitably trained staff. 	1	4	4	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. 	4	1	4	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. 	4	1	4	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. 	4	1	4	No
10	Occupational illness or injury	Contribution to a condition or increased severity of a pre-existing condition.	<ul style="list-style-type: none"> Staff with a condition either new or pre-existing should not put themselves at risk of it worsening through the activities described in this document. 	4	1	4	No
11	Manual handling	Physical injury	<ul style="list-style-type: none"> Staff should not be lifting heavy or awkward loads. Where this is required, assistance should be sought from a trained member of the caretaking team. 	2	3	6	No
12	Unauthorised access by members of the public		<ul style="list-style-type: none"> Staff are required to wear badges at all times, others are required to sign in at reception. They are then issued with a visitor's badge. NON DBS holders are required to be overseen at all times. Non uniform 6th Formers are required to wear badges. All staff are encouraged to approach any persons without identifying badge. Test equipment will not be left unattended and entrance to the test area will be staffed. 	4	1	4	No
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Slips, trips and falls	<ul style="list-style-type: none"> Regular inspections made of all areas to ensure that they remain in good condition. All paved areas and paths maintained in a good condition. Inspections should be made to ensure that the paved areas remain in a good condition. Damaged areas will be fenced off to keep people away. Ensure moss/leaves are removed from paved areas. System in place to re-lay uneven paving slabs 	3	2	5	No
14	Stairs to / from sample processing / registration area and welfare space	Slips, trips and falls	<ul style="list-style-type: none"> Stairs checked regularly. Any loose edging or strips to be repaired or replaced immediately Handrails checked to ensure that they remain secure 	3	2	5	No

15	Inclement weather						
16	Electrical safety / plant & equipment maintenance Defective electrical equipment	Portable appliances and fixed installation Fire, electric shock	<ul style="list-style-type: none"> All electrical apparatus, both fixed and portable, checked periodically by a competent person in accordance with guidelines All electrical equipment to be visually checked before it is used each time. Suspect or faulty equipment taken out of service and labelled DO NOT USE until inspected or repaired by a competent person. All persons to be made aware of the added danger when cables or socket outlets are near sinks or water. Electric plant rooms to be kept locked when not in use. 	1	8	8	No
17	Use of shared equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Staff are not to share equipment except where the measures in section 1 are taken 	1	4	4	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 	4	1	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 x hrs of registration Subjects are called for a retest 	4	1	4	No
20	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 Do not use if the solution has expired Training to be provided in handling potentially bio hazardous 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. 	4	1	4	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	11.1.21	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	11.1.21	

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

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 situation
- 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	Roland Weston - premises manager, H&S Coordinator
Signature of Lead Assessor	
Date: 7.1.21	

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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Declaration by employees involved in the activity detailed above – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

