

Risk Assessment for testing at school and home testing

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	06/01/21 onwards	Lead Assessor	S Bayne	Contract		Assessment Number	CAKH
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Cundall Manor School						
Activities Involved	Traversing the site on foot Testing staff and students					Location	Gym
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

Pupil Lateral Flow Tests only carried out with consent from pupil's parents
 Staff Lateral Flow Tests only carried out with consent from the staff member

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	<p>EXAMPLE OF MEASURES:</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. • 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 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	Those on welcome are outside and wearing face shields to enable communication. Test subjects to remain in car until called for test. Those registering have sneeze screens, gloves and face masks (cleaned/changed every session or if contaminated or damaged).	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	Full PPE worn by sample taker - face mask, face shield, gloves, medical grade gowns/aprons. Gloves replaced for every new person testing. All other PPE fully replaced after each session or if going on a break or if contaminated or damaged.	2	4	8	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	Gloves, Face mask worn. Moving sample a few metres to monitor at a table PPE replaced after each session or if contaminated or damaged	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	Gloves, face mask worn. PPE replaced after each session or if contaminated or damaged. Surfaces cleaned and wiped down after each session or if there is a spillage.	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	Gloves, face masks and aprons worn. Black waste bags used and disposed of appropriately.	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 	1	2	2	No
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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 x 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 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 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/falls	Spillages wiped up following guidance from training and floor dried Wet floor sign used if required	1	2	2	No
11	Manual handling	Lifting of waste Lifting of desks Lifting of Equipment	Set up and delivered/removed by those who have historically completed manual handling course	1	1	1	No

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12	Unauthorised access by members of the public	People accessing the testing centre who are not part of the school	The school is a closed site and anyone who is not part of the school community will be challenged and asked to leave by either the team leader, welcomer or registration	1	1	1	No
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Steps up to the gym	Hazard paint on steps If icy, steps will be gritted Surface in the gym is flat	1	1	1	No
14	Stairs to / from sample processing / registration area and welfare space	Steps up to the gym	Hazard paint on steps If icy, steps will be gritted	1	1	1	No
15	Inclement weather	Chance of getting wet or cold	All testing done inside. Test subjects not to leave car until called to the test centre.	1	1	1	No
16	Electrical safety / plant & equipment maintenance Defective electrical equipment	Use of space heaters	All recently PAT tested. Standard fuse/circuit breakers in place	1	1	1	No
17	Use of shared equipment	Potential contamination	Everyone has undertaken the training for testing. Cleaning equipment and PPE available at all stations PPE worn by all (minimum gloves and face masks)	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 	1	1	1	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 	1	1	1	No
20	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. 	1	2	2	No
21	Supply and Distribution of LFD kits to staff and pupils	Run out of LFD Unavailable storage Distribution management and tracking Timely re-distribution	<p>LFD kits supplied by the government. School nurse has contact details if further supplies are needed/there is a problem with the delivery Plenty of storage available in the nurses room and the alternative treatment room. Distribution and tracking system in place – controlled by the school nurse (staff and pupils to inform school if there is a positive result and then self isolate (they must also book a PCR test). The log kept by the school nurse will provide data for re-distribution Kits supplied with instructions and protocol has been sent to parents and staff regarding self testing.</p>	1	4	4	No

22	Results – reporting and recording	Reporting only positive results. Positive results not being communicated to school.	<p>Parents and staff have been told to communicate with school in the event of a positive test result.</p> <p>Records kept by school nurse as per COVID regulations</p> <p>Positive test results = contact with PHE and procedures/protocols followed regarding track and trace advice given Codes given to all pupils and staff to log and record their results</p>	1	4	4	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	6/3/21	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	6/3/21	

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

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	S Bayne, D Thyne, A Kirby
Signature of Lead Assessor	Date 4/1/21

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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