



Risk Assessment Lateral Flow 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	01/03/2021	Lead Assessor		Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Avanti House Secondary School, Wemborough Road, HA7 2EQ						
Activities Involved	Traversing the site on foot Testing school staff and students					Location	Library Sports Hall
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?
				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 moving around 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. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception.. • 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	
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"> • 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. • All staff risk assessed at employment and routinely to ensure any increased vulnerability is addressed. All staff provided with clear guidelines to not to come to work if unwell • Face masks: Prominent signage reminding attending subjects of the above to be displayed. • Face coverings/masks to be worn by subjects at all times whilst moving around the area except for brief lowering at time of swabbing. 	1	4	4	



			<ul style="list-style-type: none"> Requirement to wear face covering/mask to be reminded to all staff and students in advance of test. Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by registration staff. Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. All staff to wear PPE according to their roles. Staff are to wear face masks at all times whilst in the building apart from when on rest periods in designated welfare areas when social distancing above two metres can be ensured. PPE training for on-boarding and regular refresher training. Monitoring of PPE compliance by site supervisor. Hand hygiene: All staff and students to use hand sanitiser provided on arrival & adherence to this enforced by registration staff Hand washing with soap and water on arrival and before and after any breaks. In addition, hand sanitizer is to be freely available and used regularly by all staff. Monitoring of compliance by site supervisor 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. When assistance of subjects, distribution of barcodes or other administrative task is required, social distancing should be maximised as possible and any time spent closer than two metres is to be minimised 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. PPE registration staff to ensure the use of correct PPE 				
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"> Protective screens in place between subject and sampler PPE - compliance with Covid 19 Testing programme guidance. Use of Face mask, face visor, nitrile gloves and apron. Subjects must wear their face covering/mask from the moment they approach the queueing. Staff will direct subjects safely until their turn entering the area Subjects will be kept in the queue as long that is needed in fresh air and 2 meters distant from other subjects and staff until they are called in to register and progress to swift isolated testing in independant booths allowing them to spend as little time as possible in the test area and able to exit through the independant exit Subject only to remove mask during swabbing. Hand hygiene. Test subject to sanitise before and after swabbing. Surfaces to be cleaned after each test. 	1	4	4	



			<ul style="list-style-type: none"> Gloves to be changed after each subject. 				
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"> Runner in appropriate PPE as per SoP including gloves for handling any samples. . All samples to be contained in a suitable container with a securely fitting lid e.g. swab tube or specimen pot.. 	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	<ul style="list-style-type: none"> PPE. Use of PPE as per guidance for sampling staff. Face mask, face visor, nitrile gloves, and disposable apron. Covid coordinator to regularly check staff are using the correct PPE PPE to be changed between each test Cleaning – test area to be cleaned between each test being processed Training provided to all sampling staff prior to testing on correct procedures for sample processing and analysis. Testers will have rigorous prior and regular training covering safe sample handling in accordance with HSE guidelines. Testing staff are to follow the detailed testing protocol without deviation. During the extraction phase of the testing, the swab and extraction tube are to be held at arm's length to minimise the likelihood of contact with any droplets of extraction fluid. Competency tests must be passed by staff Training on how to wear and remove PPE Samples kept separately in trays and a minimum distance apart Moving of samples kept to a minimum Covid coordinator to perform quality control checks 	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	<ul style="list-style-type: none"> PPE. Correct use of required PPE. Minimum requirement nitrile gloves, face mask. Training provided on safe and correct disposal of samples, PPE and other materials/ equipment Collection of clinical waste to be arranged for correct disposal. Covid Coordinator to regularly check correct disposal being followed 	1	4	4	
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 	1	5	5	



			Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station				
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	3	3	
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	
10	Occupational illness or injury		<ul style="list-style-type: none"> • Asymptomatic: All staff/ volunteers 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. • Hand hygiene: All staff/ volunteers to use hand sanitiser provided on arrival & adherence to this enforced by reception staff • Social distancing: Two metre social distancing to be maintained between staff • A one-way flow of staff 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. • Staff/ volunteers involved in any part of testing procedure to have full understanding of Covid 19 Testing guidelines as appropriate to role. • Training to be provided and competency test must be passed. • PPE – training in correct use of and safe removal of PPE. • Staff/ Volunteers to be aware of and understand Risk assessment: Lateral Flow Testing 	1	4	4	



			<ul style="list-style-type: none"> Staff/ Volunteers involved in any part of the process to disclose any underlying health conditions to Covid Co-ordinator Covid Coordinator to perform regular checks that guidance being adhered to. 				
11	Manual handling		<ul style="list-style-type: none"> Premises team to lead on set up of room under direction of Covid Coordinator. HSE guidance on Manual handling to be followed at all times. Personnel are to have regular briefings and be reminded to lift using kinetic lifting techniques. Lift keeping using back straight and bending the knees as instructed at the time of training. Large boxes are to be broken down into smaller sections for ease of handling and placement 	1	3	3	
12	Unauthorised access by members of the public		<ul style="list-style-type: none"> All visitors to sign in at reception and escorted whilst on school premises. School site has restricted access for public Display signs around testing room to restrict access to staff only. 	1	2	2	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> Floor type compliant with Covid testing guidance – no floor covering required Check daily for any trip hazards 	1	2	2	
14	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> Testing area on ground floor. Use of Library for testing site and Sports Hall as registration/ waiting area 	1	1	1	
15	Inclement weather		<ul style="list-style-type: none"> Waiting area in Sports Hall. Subjects to transission between Sports Hall and Teating site 	1	1	1	
16	Electrical safety / plant & equipment maintenance Defective electrical equipment		<ul style="list-style-type: none"> Equipment visually checked before use. No additional electrical devices used – all additional equipment battery operated (Torches, timers) 	1	4	4	
17	Use of shared equipment		<ul style="list-style-type: none"> Cleaning/ sanitising of equipment after each use. Cleaning: Cleaning/ sanitising of equipment after each use.in accordance with PHE guidance 	2	3	6	



			<ul style="list-style-type: none"> • Hand hygiene – test subjects/ staff/volunteers to sanitise hands before and after using equipment. • Staff to enforce test subjects clean testing area before and after swabbing • Cleaning of all equipment and test site area between every testing session 				
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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		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator		

Additional Notes
Trojan Ltd to be contracted to administer mass testing for students – March 04 2021 - March 16 2021

