

## 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	07/01/2021	Lead Assessor	Shannon Coggins	Contract	N/A	Assessment Number	N/A
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at _____AVANTI PARK_____						
<b>Activities Involved</b>	Traversing the site on foot Testing School staff and students					<b>Location</b>	Frome
<b>Who Might be affected?</b>	Employee ✓	Client/Student ✓	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"> <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>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>• Face coverings/masks to be worn by subjects in enclosed corridors and public areas whilst on the premises 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 reception / security 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/hand washing provided on arrival &amp; adherence to this enforced by reception staff.</li> <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 reception, queue management &amp; sampling staff.</li> <li>• 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.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touch points in accordance with PHE guidance.</li> <li>• Limited clutter. Wipe down chairs for processing staff and for pupils/staff on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</li> </ul>	1	4	4	None
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u><a href="#">Welcome &amp; registration</a></u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• <b>Full PPE to be worn at all times by all staff running the testing programme</b></li> <li>• <b>Only one room to be used to limit the area of contact</b></li> <li>• <b>All staff and subjects to maintain social distancing within the testing area</b></li> <li>• <b>One way system in place</b></li> <li>• <b>Cleaning: Full cleaning of all surfaces to be completed between each pair of subjects being tested</b></li> </ul>	1	4	4	None



			<ul style="list-style-type: none"> <li>All surfaces to be wipe down surfaces, including the floor, tables and chairs</li> </ul>				
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"> <li>Full PPE to be worn at all times by all staff running the testing programme</li> <li>Subject fully responsible for taking their own tests</li> <li>Paper waste from the tests to be disposed of by the subject to ensure minimal contact of bodily fluids</li> <li>One way system in place</li> <li>All staff and subjects to maintain social distancing within the testing area</li> <li>Cleaning: Full cleaning of each swabbing desk to be completed between each subject being tested</li> <li>All surfaces to be wipe down surfaces, including the floor, tables and chairs</li> </ul>	1	4	4	None
4	Contact between sample and test assistant 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"> <li>Full PPE to be worn at all times by all staff running the testing programme</li> <li>Only one room to be used to limit the area of contact and the possible transmission of the virus</li> <li>Personal PPE to be disposed of by the subject to ensure minimal contact of bodily fluids</li> <li>All staff and subjects to maintain social distancing within the testing area</li> <li>Cleaning: Full cleaning of all surfaces to be completed between each pair of subjects being tested</li> <li>All surfaces to be wipe down surfaces, including the floor, tables and chairs</li> </ul>	1	4	4	None
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Full PPE to be worn at all times by all staff running the testing programme</li> <li>Full training of sample processor – only one processor in the testing area at one time.</li> <li>Only one room to be used to limit the area of contact</li> <li>All staff and subjects to maintain social distancing within the testing area</li> <li>Cleaning: Full cleaning of all surfaces to be completed between each pair of subjects being tested</li> <li>All surfaces to be wipe down surfaces, including the floor, tables and chairs</li> </ul>	1	4	4	None
6	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Full PPE to be worn at all times by all staff running the testing programme</li> <li>All waste to be dealt with according to Government guidelines.</li> <li>Use of clear/yellow bags for clinical waste and tiger bags for PPE. General Waste to be placed in black bags.</li> <li>Waste disposal confirmed with waste partners before the commencement of testing.</li> </ul>	1	4	4	None



	<u>disposal and waste disposal</u>		<ul style="list-style-type: none"> <li>• <b>Clear signs to be added to all waste bins</b></li> <li>• <b>Only one room to be used to limit the area of contact</b></li> <li>• <b>All staff and subjects to maintain social distancing within the testing area</b></li> <li>• <b>Cleaning: Full cleaning of all surfaces to be completed between each pair of subjects being tested</b></li> <li>• <b>All surfaces to be wipe down surfaces, including the floor, tables and chairs</b></li> </ul>				
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• 3 identical barcodes are provided for each test at check in</li> <li>• The registration officer registers each subjects' details to a unique ID barcode before conducting the test</li> <li>• Barcodes are attached by trained staff at the sample collection bay</li> <li>• Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>	1	4	4	None
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 24 hrs of registration</li> <li>• Subjects are called for a retest</li> </ul>	1	4	4	None
9	Extraction solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (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"> <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 lab's waste disposal procedures</li> <li>• Do not use if the solution has expired</li> <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>	1	4	4	None
10	Occupational illness or injury	Staff unable to carry out the testing programme?	<ul style="list-style-type: none"> <li>• Ensure more than one member of staff can carry out all aspects of the testing process</li> <li>• Full training for all staff members involved with the testing process</li> </ul>	3	2	6	Looking for volunteers to support the school via the Local Council
11	Manual handling	Physical injury to staff	<ul style="list-style-type: none"> <li>• Manual handling only to be carried out by those members of staff who have had manual handling training</li> </ul>	1	3	3	None



12	Unauthorised access by members of the public	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>All gates to the school are always locked</li> <li>All access to the site during the school day is via buzzer entry into Reception</li> <li>No members of the public are given access to the site during testing</li> <li>In the event of unauthorised access by a member of the public climbing over the 10-foot-high school fences all testing would cease immediately</li> <li>Lockdown procedures implemented</li> </ul>	1	4	4	None
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Accidental injury to subject or staff and potential spillage of testing fluids or samples leading to transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Site inspected by competent person before any testing carried out for any potential slip or trip hazards</li> <li>Any hazards removed before testing begins</li> <li>For any accidental spillages of any substance all testing stops and the spillage fully dealt with before testing recommences</li> </ul>	1	4	4	None
14	Stairs to / from sample processing / registration area and welfare space	There are no stairs to or from the testing area					
15	Inclement weather	Delays to testing programme	<ul style="list-style-type: none"> <li>Testing to recommence as soon as safely possible following inclement weather</li> </ul>	2	2	4	None
16	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Faulty electrical equipment leading to injury or possible death	<ul style="list-style-type: none"> <li>All electrical equipment within the school PAT tested by trained electricians</li> <li>Electrical wiring tests carried out in advance of testing taking place</li> <li>Site manager informed of any faulty or broken equipment in the testing area – items repaired or replaced before testing recommences.</li> </ul>	1	4	4	None

**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		
3	All cleaning staff to be reminded of the government guidance on cleaning of non-healthcare settings	Covid Coordinator		

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

<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	Shannon Coggins, Kathryn Mason, Abigail Atkins



Signature of Lead Assessor	<i>Abby Atkins.</i>	Date 15/01/2021
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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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**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.

