

APPENDIX C: Template for Risk Assessment

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	04/01/21	Lead Assessor	Margaret Ryan and Parvis Rahman	Contract	Brentwood County High School	Assessment Number	1
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Brentwood County High School						
Activities Involved	Traversing the site on foot Testing University staff and students					Location	
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Evaluation		
				Risk Probability	(post measures) 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 10 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 pupils. • Compliance with wearing face covering/mask of all pupils to be visually checked on arrival by reception / security staff. • Compliance with wearing 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 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 • One way system into and out of the test area. Markings on the floor to support and aid subjects with this • Three separate stations are set up in the test area to avoid cross contamination. Tables are marked to indicate which station is which and who is working where. Only the equipment needed for each station will be stored on each desk e.g. bar codes will be at the reception desk. 	3	2	6

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"> All staff to receive appropriate training prior to joining the testing team with certificates kept on file with HR Social distancing requirements are in place in line with government guidance to ensure safety of staff and pupils. One way systems in place throughout the testing centre Minimum of 2m distancing between registration tables Correct PPE (Face mask, Face shield, apron, gloves) offered and worn by all registering staff. Sanitising and cleaning products available at each registration desk Masks and facemask to be used by staff registering subjects Pupils being tested will wear a facemask or shield when registering Staff being tested will wear a facemask and face shield when registering Computers to be cleaned after every subject is registered or subject to sanitise their hands before and after touching any equipment All subjects will queue outside under the covered walkway adhering to social distancing guidelines. The entrance and exit doors to the test venue will be kept open for ventilation at all times. The entrance door will allow fresh air into the testing venue Any windows in the testing venue will be opened to assist with ventilation 	3	2	6
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"> All staff working as a sampler will wear full PPE as directed from the government training (Face mask, Face shield, apron, gloves). PPE donning on and donning protocols followed Samplers to wear both facemask and face shield at all times Testing with the swab will be the only time the subject will remove their facemask or facemask and face shield Gloves of the sampler to be changed after every subject All waste to be disposed of in the correct medical waste disposal bags as directed in the training Any queries will be directed directly to the registered team leader When tested, subject will immediately apply facemask or face shield and leave the testing venue via the one way system Sampler will ensure no tests are cross contaminated taking into account all government guidance and training Bar code will be stuck to the back of the test and the packet of the test The test subjects name will be written on the test flow package The sampler will write the time of the test on the rapid flow test with a black permanent marker Samples will then be placed on the secure desk and will be timed for no longer than 30 minutes The result of the test will be written on the test itself 	3	2	6

4	Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All members of staff have undertaken the correct training and received certificates administered by the NHS through the DFE portal All appropriate PPE (Face mask, Face shield, apron, gloves) to be used and disposed of according to NHS guidance Social distancing to be adhered to by subjects and staff in the testing centre One way systems in place for all subjects Entry and exit points in different areas to support one way system. Outside entrance to allow ventilation Appropriate cleaning and sanitising materials available for all station. This includes the requirements for staff testing and subjects Medical disposal bags to be disposed of according to NHS guidance Any subjects displaying Covid symptoms will not be tested and asked to follow the national isolation guidance and undertake a Covid 19 PCR test Team briefings every morning for those working in the test centre Spillages cleaned away according to the NHS training and all materials disposed of appropriately using medical waste bags 	3	2	6
5	Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All members of staff have undertaken the correct training and received certificates administered by the NHS through the DFE portal All appropriate PPE (Face mask, Face shield, apron, gloves) to be used and disposed of according to NHS guidance Each sample desk to be sectioned off and tests stored for the required amount of time Social distancing between subject and sampler Gloves to be changed after every sample Adequate breaks for sampler to irradiate fatigue Cleaners on site to support promptly with any spillages Medical waste bags to be used according to NHS training see section 18 Cleaning areas for sampler to wash hands Donning on and Donning off area identified 	3	2	6
6	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 Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station Subjects name is written on the package which the test came in. The result of the test is not, this is written on the test itself with a black permanent marker Bar code is scanned into the NHS portal at results centre Name and date of test from package is added to the school 'lite register' so a track of testing dates can be monitored 	3	2	6

7	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Parents to identify the school if they have not received the test result message via the NHS text service Subjects are called for a retest Any damaged bar codes are discarded and disposed of 	1	1	1
8	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. 	2	2	4
9	Occupational illness or injury	All staff supporting with the testing	<ul style="list-style-type: none"> All staff to receive the correct training regarding protocol All safety protocols implemented inside the test centre according to the NHS and DFE guidelines Clear reporting of illness procedures set out to staff Standby rota in place to support with absent staff 	2	3	6
10	Manual handling	Those staff lifting heavy objects.	<ul style="list-style-type: none"> Any staff lifting any materials will undertake manual handling training. Staff who have not undertaken this training will not be asked to lift any heavy objects 	2	2	4
11	Unauthorised access by members of the public	All staff and subjects	<ul style="list-style-type: none"> School safeguarding procedures fully in place No members of the public can get to the test site without coming to reception (which has locked keypad doors) or opening the gate by a caretaker. 	1	4	4
12	Uneven surfaces (floor protection in the Testing and Welfare areas)	All staff and subjects	<ul style="list-style-type: none"> Site staff to monitor the flooring in the test area Test area has no carpet which could be contaminated Floor cleaned after any spillage and at the end of testing according to the NHS training guidelines Use gym which has appropriate flooring and hard easily cleanable surface Use covered sheets supplied by the NHS if needed 	1	1	1

13	Stairs to / from sample processing / registration area and welfare space	All subjects and staff supervising the queue	<ul style="list-style-type: none"> Social distancing to be adhere to by staff and pupils when outside the test centre Pupils will wear a facemask when awaiting entry to the test venue Staff will wear facemask and face shield whilst waiting entry into the test venue Use ramp of disable pupils/staff – no stairs on either entrance or exit of the venue 	1	1	1
14	Inclement weather	All staff and pupils	<ul style="list-style-type: none"> Those in the queue will remain under cover walk ways Pupils to come down to the centre in groups 	1	1	1
15	Electrical safety / plant & equipment maintenance Defective electrical equipment	All staff and pupils	<ul style="list-style-type: none"> PAT testing for all electrical equipment to be conducted IT support for any defective ICT Site staff to ensure no trip hazards etc. 	2	2	4
16	Use of shared equipment	Testing Staff	<ul style="list-style-type: none"> Cleaning materials available for all testing staff if equipment is being shared. Staffs are responsible for wiping down their own equipment after use. Before using any equipment all staff must clean to ensure it is not contaminated All staff to have their own equipment and will only share in extreme circumstances 	2	3	6
17	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 Subject passes the two remaining bar codes to the sampler who will be wearing the correct PPE (Face mask, Face shield, apron, gloves) 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 	2	4	8
18	Disposal of waste products/materials	All staff and pupils	<ul style="list-style-type: none"> All LFD package and general waste – black general waste bag Swabs, tissues – unmarked yellow/clear bag Cartridges – unmarked yellow/clear bag PPE, mob heads and cloths – Tiger bag All medical waste stored in the bins provided. When full medical bags will be stored in the lock cupboard in testing area Site team to use contractors to dispose of medical bags Black bags will go in the general waste 			

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	Staff working in the test centre to undertake appropriate training	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

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	Margaret Ryan and Parvis Rahman
Signature of Lead Assessor	Date 13.01.21

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
04/01/2022							

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.

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date
Margaret Ryan							
Parvis Rahman							

Sam Payne							
Richard Davies							
Rachel Emerson							
Jack Watkinson							
Kay Leftly							
Nicola Melton							