

## APPENDIX C:

### Template for 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	Kim Morena	Contract		Assessment Number	
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Queensbury Academy						
<b>Activities Involved</b>	Testing school staff and students					<b>Location</b>	Queensbury Academy Langdale Road Dunstable LU6 3BT
<b>Who Might be affected</b>	Employee ✓	Client	Contractor ✓	Visitor ✓ Proximity only	Service User (Student) ✓		

**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"> <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 testing venue</li> <li>• Face coverings/masks to be worn by subjects at all times whilst in the testing venue except for brief lowering at time of swabbing.</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception (Registration Assistant)</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 provided on arrival &amp; adherence to this enforced by reception staff (Registration Assistant)</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 (Registration Assistant), queue management &amp; sampling staff (Test Assistant)</li> <li>• A one-way flow of subjects through the testing area 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 touchpoints in accordance with PHE guidance.</li> <li>• Limited clutter- no physical handing of documents to subjects except barcodes and PCR test kits</li> </ul>	1	4	4	

2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome &amp; registration</u>	Transmission of the virus leading to ill health or potential death	Floor tape and table(s) to be used to ensure two metre social distancing Staff aware of the need to socially distance Face masks to be worn by Subjects as highlighted in box one above. PPE to be worn by Registration Assistant in line with training All Subjects to hand sanitise Registration Desk procedures (as per online training) to be followed	1	4	4	
3	Contact between subject and Test Assistant increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	Floor tape and table(s) to be used to ensure two metre social distancing Staff aware of the need to socially distance Face masks to be worn by Subjects as highlighted in box one above. PPE to be worn by Test Assistant in line with training All Subjects to hand sanitise Swabbing Desk procedures (as per online training) to be followed	1	4	4	
4	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	The Processor is the sample tester. Processing Desk procedures (as per the online training) will be followed. PPE will be worn by the Processor in line with training. Changing of gloves between each test	1	4	4	
5	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	The Processor is the sample tester. Processing Desk procedures (as per the online training) will be followed. PPE will be worn by the Processor in line with training The swab and the extraction tube will be disposed of in line with procedures	1	4	4	

6	Incorrect result communication	Wrong samples or miscoding of results	<p>Two identical barcodes are provided to subject at registration          The subject registers their details to a unique ID barcode.          Barcodes are attached by trained staff at the Processing Desk          Barcodes are checked as at match at the Processing Desk and applied to Lateral Flow Device</p>	1	4	4	
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"> <li>•</li> <li>•</li> </ul>	?	?	?	
8	Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), $\text{NaCl}$ (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>•</li> <li>•</li> <li>•</li> <li>••</li> <li>•</li> </ul> <p><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, or face visor, with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious apron to be worn to protect the body from splashes or spillages.  <b>Environmental:</b> do not let product enter drains  <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the training's waste disposal procedures</p> <p>Do not use if the solution has expired          Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice; as per online training. Adhere to guidelines in these training procedures to prevent improper handling.          Follow procedures as per training to ensure proper use of materials Do not inhale or allow skin contact or ingestion of these chemicals.</p>	1	4	4	
9	Occupational illness or injury	Risk of ill health or injury	Training procedures to be followed to mitigate against the risk of any illness or injury occurring	1	4	4	

10	Manual handling	Risk of injury	Minimal manual handling in any of the identified roles. Team Leader/Quality Lead is responsible for ensuring the materials are available – care should be taken when moving any boxes and assistance sought if needed (use of trolleys, caretaking staff assistance, breaking down the load to manageable size etc)	1	4	4	
11	Unauthorised access by members of the public	Security and safeguarding risks	Testing venue, East Gym, will be secured no outside access permitted	1	4	4	
12	Uneven surfaces (floor protection in the Testing and Welfare areas)	Risk of injury, particularly with trip hazard	Floor surfaces are all level and in good order – no issues anticipated	1	4	4	
13	Inclement weather	Risk of slipping when entering the buildings, if floors and corridors are wet?	Barrier mats are in place at entrance/exit doors. Staff and test subjects to take care if weather is inclement.	1	4	4	
14	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Risk of injury if equipment is defective	All computer equipment is tested as required. No other electrical equipment needed	1	4	4	
15	Use of shared equipment	Transmission of the virus leading to ill health or potential death	Equipment should not be shared, during a testing session. When non-disposable equipment is used (eg computer or tablet) then it should be thoroughly wiped with the antibacterial wipes provided by staff both before and after use	1	4	4	

16	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>••</li> <li>•</li> </ul>	<p>Two identical barcodes are provided to subject at check in            The subject registers their details to a unique ID barcode            Barcodes are attached by trained staff at the Processing Desk            Barcodes are checked as a match at the Processing Desk and applied to Lateral Flow Device</p>	1	4	4	
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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**

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### 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     Lisa Goodchild, Richard Lord, Tony Meneagh, Richard Corner

Signature of Lead Assessor     L Goodchild

Date 03.01.2021

**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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