

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	4/1/21	Lead Assessor	Neal Foster	Contact	01371 878638	Assessment Number	HRS - V1.0
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Helena Romanes School						
Activities Involved	Traversing the site on foot Training Volunteers Testing Volunteers prior to working at the test centre (Using non-medical volunteers) Testing School staff and students (Using non-medical volunteers)					Location	Main Hall
Who Might be affected	Employee ✓	Student ✓	Contractor	Visitor	Third Party 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/volunteers 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 volunteers/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. 	1	4	4	

			<ul style="list-style-type: none"> ● Face coverings/masks must always be worn by volunteers/subjects whilst on the premises except during testing. ● 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 the building by all 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 in the test centre 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. ● No physical handing of documents to subjects except barcodes and test kits. 				
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	<p>Centre staff who are in proximity of test subjects will wear appropriate role specific PPE.</p> <p>ENSURING Asymptomatic people ONLY are tested:</p> <p>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. This will be included in all letters and students will be reminded of this on registration for testing.</p> <p>Face masks:</p> <p>Face coverings/masks to be worn by subjects at all times whilst on the premises except during testing.</p>	1	4	4	

			<p>Signage reminding attending subjects of the above to be displayed at the entrance to the building.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked through the building with reminders given.</p> <p>Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by staff.</p> <p>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.</p> <p>A one-way flow of subjects through the test room and site is to be initiated and always maintained. Compliance with this is to be ensured by staff.</p>				
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	<p>Centre staff who are in proximity of test subjects will wear appropriate role specific PPE</p> <p>Temporary sneeze screens located on sampler desks</p> <p>Training around the importance of maintaining distance and using PPE correctly</p>	1	4	4	
4	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	<p>Testers will wear appropriate role specific PPE.</p> <p>All those involved in sampling to complete NHS training and pass the test.</p> <p>Reminders at the start of each session on safe practice</p> <p>Monitoring of practice to address unsafe practice</p>	1	4	4	
5	Contact between samples and sample testers	Transmission of the virus leading to ill health or potential death	<p>Testers will wear appropriate role specific PPE.</p> <p>All those involved in sampling to complete NHS training and pass the test.</p> <p>Reminders at the start of each session on safe practice</p>	1	4	4	

	increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>		Monitoring of practice to address unsafe practice				
6	Incorrect result communication	Wrong samples or miscoding of results	<p>2 identical barcodes are allocated to subject at check in</p> <p>The subject details are registered to a unique ID barcode before conducting the test</p> <p>Barcodes are attached by trained staff at the sample collection bay</p>	1	4	4	
7	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<p>Check list of results against those tested.</p> <p>Subjects without result are called for a retest</p>	1	4	4	
8	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	<p>PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Face 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.</p> <p>Environmental: do not let product enter drains</p> <p>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> <p>Do not use if the solution has expired</p> <p>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.</p> <p>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</p>	1	4	4	

		toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.					
9	Occupational illness or injury	Staff exhibiting / feeling effects that may indicate COVID 19 is present.	Staff training and information provided. Staff to isolate and remove themselves from the test centre immediately and request a test. Check area prior to use and remove any slip or trip hazards	1	4	4	
10	Manual handling	Injury caused by incorrect manual handling techniques. Attempting to lift beyond capability.	All materials are divided into small lightweight packages. Safety Information provided. Trained staff only to carry out manual handling and the centre setup.	1	4	4	
11	Unauthorised access by members of the public	Members of the public unfamiliar with the environment.	Only authorised access permitted to the building. Reception desk is always manned. Only authorised persons are permitted to enter the test facility	1	4	4	
12	Uneven surfaces (floor protection in the Testing and Welfare areas)	Trip hazards	The testing centre is the Main Hall, which has been checked for uneven surfaces and other trip hazards.	1	3	3	
13	Stairs to/from sample		Choice of locations/routes to reduce risks – allocated by the centre coordinator.	1	3	3	





















	processing /registration area and welfare space						
14	Electrical safety / plant & equipment maintenance Defective electrical equipment	Failure of equipment due to poor maintenance Electric shock from faulty equipment	All equipment in the Main Hall is either within twelve months of purchase or has an in-date PAT certificate/test label.	1	4	4	
15	Use of shared equipment	Cross contamination of equipment increases the possibility of COVID transference.	Where tables/chairs etc. have been used by other persons, they are to be disinfected between users. Cleaning protocols in place	1	4	4	
16	Test subjects unfamiliar with surroundings	Test subjects crossing into sterile areas.	Individual guidance provided from test station staff. Floor signage to provide direction.	1	4	4	
17	Spillage/vomiting	Cross contamination of equipment increasing the possibility of COVID transference	Training module covers procedure. Spills kit in place in Main Hall and covered in induction	1	4	4	
18	Fire alarm activation	Persons unfamiliar with "Actions in the event of fire"	Pre-work staffing briefing on "Actions in event of fire" provided.	1	4	4	

19	Lack of welfare facilities	Nowhere for staff to consume food/drink.	Welfare space provided for staff, separate from testing areas. Staff only toilet and hand washing facilities provided.	1	3	3	
20	Adverse Weather	Staff availability Risk of injury	Testing delayed and situation regularly assessed	1	3	3	
21	Waste Management	Cross contamination of equipment increasing the possibility of COVID transference.	Staff follow guidance from the "How to Guide" Rapid Testing Guide" for general waste, healthcare waste and PPE waste. Staff training and information provided. Correct PPE to be worn. All LFD Packaging & General Waste - Black general waste bag ('General') Swabs, Tissues and Cartridges - Yellow bag* ('Chemical') Personal Protective Equipment, Mop Heads, Cloths - Tiger bag (yellow with black stripes) ('Offensive') Premises will arrange with the school waste contractor the safe collection of all Healthcare waste	1	3	3	

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	Team Leader		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Team Leader		

Additional Notes

Personal Protective Equipment to be used (Insert ✓)

																			
Air Fed Helmet	Face Visor ✓	Goggles	Safety Glasses ✓	Ear Defender	Safety Boots	Safety Shoes	Head Protection	Hair Net/Chef Hat	Overall	Hi-Viz	Apron/Tabard ✓	White/Chef Coat/	Half Respirator	Respirator	Dust Mask	Face Mask ✓	Harness / Lanyards	Rubber Gloves	Hand Protection ✓
Other:																			

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	Deputy Headteacher – Neal Foster
Signature of Lead Assessor	Neal Foster 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
22/1/21	Visual check of fluid level in test tube added to procedure to ensure that sufficient liquid is available to carry out the test process	NF	<i>Neal Foster</i>				

