

APPENDIX C:

Risk Assessment for the process of Lateral Flow Testing of staff and students

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	06/01/21	Lead Assessor	Colin Marshall	Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at <u>Robert Bloomfield Academy</u>						
Activities Involved	Testing Academy staff and students					Location	Studio Theatre
Who Might be affected	Employee ✓	Client	Student ✓	Visitor	Site Staff		

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. ● Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. ● Face coverings: 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 subjects in advance at time of test booking. ● Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by staff at the registration desk. ● 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 registering 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 ● A one-way flow of subjects through the building is to be initiated and maintained at all times. ● Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. ● <i>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and swabs</i> 	1	4	4	
				1	4	4	

<p>2</p>	<p>Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome & registration</u></p>	<p>Transmission of the virus leading to ill health or potential death</p>	<ul style="list-style-type: none"> ● Asymptomatic: All subjects and staff 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. ● Prominent signage reminding attending subjects and staff of the above to be displayed at the entrance to the building. ● Face coverings: Face coverings/masks to be worn by staff at all times whilst on the premises. Subjects to wear face coverings/masks at all times except for brief lowering at time of swabbing. ● Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by registering staff ● Compliance with wearing of face covering/mask of all subjects and staff to be visually checked through building by all staff. ● Hand hygiene: All subjects to use hand sanitiser provided on arrival. Adherence to this enforced by registering staff. ● All staff to use hand sanitiser regularly as directed in the guidance. ● Social distancing: Two metre social distancing to be maintained between subjects and staff at all times ● Measured floor markings to be in place in the registering/waiting area with verbal reminders if necessary from staff. ● Welcome/registration area to operate a one-way system. Compliance with this is to be ensured by staff. ● Cleaning: Regular cleaning of the registration desk including wipe down of all potential touchpoints to be carried out in accordance with PHE guidance. ● <i>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and swabs</i> 				
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3	Contact between subject and <i>sampler</i> 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"> ● Asymptomatic: All subjects and staff 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. ● Prominent signage reminding attending subjects and staff of the above to be displayed throughout the testing centre. ● Face coverings: Face coverings/masks to be worn by staff at all times whilst on the premises. Subjects to wear face coverings/masks at all times except for brief lowering at time of swabbing. ● Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by registering staff ● Compliance with wearing of face covering/mask of all subjects and staff to be visually checked through building by all staff. ● Hand hygiene: All subjects to use hand sanitiser provided on arrival. Adherence to this enforced by registering staff. ● All staff to use hand sanitiser regularly as directed in the guidance. ● Social distancing: Two metre social distancing to be maintained between subjects and staff at all times ● Measured floor markings to be in place in the registering/waiting area with verbal reminders if necessary from staff. ● A one-way flow of subjects through the building is to be initiated and maintained at all times. ● Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints to be carried out in accordance with PHE guidance. ● PPE to be worn at all times by staff testing subjects including aprons, gloves, masks & visors, all of which are disposed of correctly ● <i>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and swabs</i> 	1	4	4	
4	Contact between sample and <i>test centre runner</i> 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"> ● Asymptomatic: All subjects and staff 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. ● Prominent signage reminding attending subjects and staff of the above to be displayed throughout the testing centre. ● Face coverings: Face coverings/masks to be worn by staff at all times whilst on the premises. Subjects to wear face coverings/masks at all times except for brief lowering at time of swabbing. 	1	4	4	

			<ul style="list-style-type: none"> • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by registering staff • Compliance with wearing of face covering/mask of all subjects and staff to be visually checked through building by all staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival. Adherence to this enforced by registering staff. • All staff to use hand sanitiser regularly as directed in the guidance. • Social distancing: Two metre social distancing to be maintained between subjects and staff at all times • 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 staff • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints to be carried out in accordance with PHE guidance. • PPE to be worn at all times by staff testing subjects including aprons, gloves, masks & visors, all of which are disposed of correctly • <i>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and swabs</i> 				
5	Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Asymptomatic: All subjects and staff 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. • Prominent signage reminding attending subjects and staff of the above to be displayed throughout the testing centre. • Face coverings: Face coverings/masks to be worn by staff at all times whilst on the premises. Subjects to wear face coverings/masks at all times except for brief lowering at time of swabbing. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by registering staff • Compliance with wearing of face covering/mask of all subjects and staff to be visually checked through building by all staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival. Adherence to this enforced by registering staff. • All staff to use hand sanitiser regularly as directed in the guidance. • Social distancing: Two metre social distancing to be maintained between subjects and staff at all times • 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 staff • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints to be carried out in accordance with PHE guidance. • PPE to be worn at all times by staff testing subjects including aprons, gloves, masks & visors, all of which are disposed of correctly • <i>Limited clutter-chairs only on request; no physical handing of documents to</i> 	1	4	4	

			<i>subjects except barcodes and swabs</i>				
6	Contact between samples and sample testers increasing the transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Waste disposal will be stored in the theatre mens changing rooms for a minimum of 48 hours, prior to being stored in a selected waste bin. AMY (Site) will then arrange for adequate pick up of all waste. 	1	4	4	
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 2 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 and applied to Lateral Flow Device at this station 	1	4	4	
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 24 hrs of registration Subjects are called for a retest via a phone call 	1	4	4	
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. Visors 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	4	4	

10	Occupational illness or injury	Absence of member of staff impacting on operation of testing centre. Impact on health and well-being of member of staff	<ul style="list-style-type: none"> Staff training and information provided. Staff to isolate and remove themselves from the test centre immediately and request a test. RIDDOR reporting to be considered where necessary 	1	3	3	
11	Manual handling	Potential muscular skeletal injuries to staff	<ul style="list-style-type: none"> All materials are divided in to small light weight packages. Furniture/equipment to be moved (by site team using appropriate lifting equipment) 	1	3	3	
12	Unauthorised access by members of the public	Member of the public coming into contact with hazardous substances resulting in Transmission of the virus leading to ill health or potential death Safeguarding issues	<ul style="list-style-type: none"> Only authorised access permitted to the site. Reception manned at all times. Only persons with RBA ID cards permitted to enter. Hazardous waste kept men's theatre changing room until ready to be disposed of 	1	4	4	
13	Uneven surfaces	Slips and trips resulting in injuries	<ul style="list-style-type: none"> The testing centre is in a dedicated school theatre with a non-porous floor All surfaces will be checked regularly for any uneven surfaces and other slip/trip hazards. Any issues to be cordoned off and reported to GTFM. 	1	2	2	
14	Inclement weather	Interruption of testing programme	<ul style="list-style-type: none"> In the event of adverse weather conditions interrupting the programme to the point of needing to close the site. Information regarding rescheduling/restarting the testing cycle will be communicated via parentmail (students)/email (staff). 	1	1	1	
15	Electrical safety / plant & equipment maintenance Defective electrical equipment	Electric shock resulting in injury or death	<ul style="list-style-type: none"> All equipment in the hall is either within twelve months of purchase or has an in-date PAT certificate/test label. During testing there is no need for any of the equipment in the theatre to be used (this is only audio/visual equipment) 	1	2	2	
16	Use of shared equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> There is to be no shared equipment. Where tables/chairs etc. have been used by other persons, they are to be disinfected between users. 	1	4	4	

17	Fire Evacuation Alarm	Alarm sounds during testing, testing not completed effectively	<p>If alarm sounds:</p> <ul style="list-style-type: none"> Follow RBA fire evacuation procedures Testing/Swabs are to be left on the testing table and test subject is to evacuate as per evacuation instructions SLT member/Testing area lead, is to collect all test information to be able to identify who has completed test or still needs testing SLT member/Testing Area lead, is to ensure the testing area is evacuated in a controlled manner as per evacuation procedure. 	1	4	4	

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	8 Jan2021	

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

- 1 - Rare, will probably never happen/recur
- 2 - Unlikely, do not expect it to happen, but is possible
- 3 - Possible, Might happen
- 4 - Likely, will probably happen
- 5 - Almost Certain, will undoubtedly happen

Severity

- 1 - Negligible
- 2 - Minor
- 3 - Moderate
- 4 - Major
- 5 - Critical

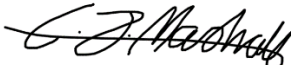
Risk control strategies

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	Colin Marshall (Senior Assistant Principal)
Signature of Lead Assessor	Date 6 th January 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
recommend an initial weekly review and monthly there after				1 Feb 2021			
11 Jan 2021				1 Mar 2021			
18 Jan 2021				5 Apr 2021			
25 Jan 2021							

