

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

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| Assessment Date | 06/01/2020 | Lead Assessor | Gemma Ransom | Contract | | Assessment Number | |
| Activity / Task | | | | | | | |
| Description of task / process / environment being assessed | General and clinical activities on the asymptomatic testing site at <u>Sirius Academy West</u> | | | | | | |
| Activities Involved | Traversing the site on foot Testing of school staff and students Logistics of handling testing equipment and samples | | | | | Location | Sirius Academy West 296 Anlaby Park Road South Hull HU4 7JB |
| Who Might be affected | Employee ✓ | Client ✓ | Contractor ✓ | Visitor ✓ | Service User ✓ | | |

Hazard Identification and evaluation

| No | Hazards | Associated risks | Current Control/ Mitigation Measures | Risk Evaluation (post measures) | | | Additional control needed? |
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| | | | | 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. • 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 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 reception / security staff. • 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 & adhere to this enforced by reception staff. • Social distancing: 2m 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 & sampling staffs • A one-way flow of subjects through the testing centre 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 • Storage: All PPE and testing equipment to be stored in clear storage containers and labelled. | 1 | 4 | 4 | |

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| 2 | <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"> • Students and staff to social distance at a minimum distance of 2 meters where possible within the classroom and in the wider school environment: • All students and staff to follow signage around the site to ensure social distance guidance, use of masks and regular hand washing and sanitisation. • At each station there will be signage to support students in how to correctly clean their station after their test. Staff will then clean down the station after the students to support with reducing the risk of transmission. • Additional signage in place to inform students of the process and expectations when in the testing area. • Procedure for swabbing to be displayed at on the acrylic screen in the testing area to support students. • The Academy will have regular consultation with the LEA | 2 | 3 | 6 | |
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| 3 | <p>Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u></p> | <p>Transmission of the virus leading to ill health or potential death</p> | <ul style="list-style-type: none"> • Students to complete test themselves • Only students who are asymptomatic to be tested on site, any students showing symptoms are to be tested at a local testing facility. Parents/carers of students who have tested positive will be contacted to arrange collection of their child and advised to visiting a local testing site to have a further test. • 2 Meter distance kept between students and staff at all times during the testing process • One-way system in place within the testing facility with clear signs to inform staff and subjects of procedure throughout the testing process • Hand sanitizer and sanitising wipes • At each station there will be signage to support students in how to correctly clean their station after their test. Staff will then clean down the station after the students to support with reducing the risk of transmission. After each testing session the cleaning team will deep clean the testing facility. • Students to be screened by SLT at the start of each day by asking if any students have any of the key symptoms for Covid-19. Students who are identified with symptoms will be sent home after consulting with parents. | 2 | 3 | 6 | |
| 4 | <p>Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u></p> | <p>Transmission of the virus leading to ill health or potential death</p> | <ul style="list-style-type: none"> • Regular cleaning and sanitization of all equipment within the testing centre between each user. • All staff to have completed full training about procedures and processes to ensure that correct transmission mitigation methods are implemented • All staff to have training with testing medical expert – arranged by the Trust • Full use of PPE • Each member of staff have a designated role within the testing facility. However all staff will have received all of the training so will be able to cover different roles due to absence. • When passing the results to the recorder staff are to return to their testing bay without leaving the room and maintaining 2 meter social distance where possible. | 2 | 3 | 6 | |

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| 5 | 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 | <ul style="list-style-type: none"> • Gloves and PPE- • Extraction solution- Not to be directly handled without gloves • Lateral flow cartridge to be kept horizontal at all times (Use of trays and test tube racks) • Bar code to be placed on the back of Lateral Flow Cartridge prior to test taking place to ensure horizontal • Movement of samples kept to a minimum within the time constraints of the testing process • Gloves changed between each test and additional PPE changed if tester moves from workstation to reduce transmission risk. • Testing capacity will initially be low however as staff become more familiar with the processes this will increase. | 2 | 3 | 6 | |
| 6 | 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 | <ul style="list-style-type: none"> • Black, orange and “tiger” bags to be utilized within the testing area to clearly identify the materials within them. • Sanitization of work station between each student test • Correct procedure followed by all testing staff for removing PPE following from training materials • Boulevard site staff to liaise with external waste disposal contractors to ensure that they have robust safeguards in place for their staff. • Clinical waste is stored for a period of 72 hours and then collected with a waste transfer note provided upon collection. | 2 | 3 | 6 | |
| 7 | 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 • One staff member conducts the testing and passes the information to the recorder which is scanned through a protective screen. | 1 | 2 | 2 | |

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| 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 1 hr. of registration • Subjects are called for a retest | 1 | 1 | 1 | |
| 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: 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 | 3 | 6 | |
| 10 | Occupation illness or injury | | <ul style="list-style-type: none"> • No high risk/vulnerable staff to carry out Covid-19 testing on other staff or students • All staff to complete all elements of the training provided by the NHS • A chair is to be made available for staff carrying out testing to prevent RSI injuries to staff. | 2 | 3 | 6 | |
| 11 | Manual handling | Trips / Falls resulting in injury | <ul style="list-style-type: none"> • All manual handling to be completed by site team who are fully trained in safe practice • Heavy and large items to be handled using trolleys • Clear storage facilities in place within the testing center to minimize the need for manual handling. | 1 | 3 | 3 | |
| 12 | Unauthorised access by members of | Unauthorised access to medical equipment results in risk of theft or improper use. | <ul style="list-style-type: none"> • All staff to wear ID badges, anybody on site without a badge is challenged immediately • Access control system in place on entrance doors to prevent unauthorised access to site | 1 | 3 | 3 | |

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| | thepublic | | <ul style="list-style-type: none"> • CCTV in use in outdoor areas • When room is not in use, it will be locked at all times • Only trained members to have access to testing site and equipment | | | | |
| 13 | Uneven surfaces (floor protection in the Testing and Welfare areas) | Trip hazards Risks of trips, slips or falls upon entering test site, resulting in injury | <ul style="list-style-type: none"> • Floor coverings are routinely inspected and any defects reported to site staff / management. • Appropriate signage is in place after testing facility has been cleaned | 1 | 3 | 3 | |
| 14 | Stairs to / from sample processing / registration area and welfare space | Contamination / areas | <ul style="list-style-type: none"> • Cleaner designated to ensure hand rails are sanitized and areas are cleaned. • Students only using stair cases 3 and 4 whilst learning in the building. | | | | |

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| 15 | Inclement weather | Risk or slips, trips and falls due to wet floors and shoes | <ul style="list-style-type: none"> All routes onto sites are gritted during times of inclement weather to prevent slippery surfaces and routinely checked during the course of the day and gritted where required. No external waiting area. | 2 | 3 | 6 | |
| 16 | Electrical safety / plant & equipment maintenance Defective electrical equipment | Risk of electrical fire / electric shock | <ul style="list-style-type: none"> Staff to visually inspect electrical equipment for damage before use, faulty items are taken out of use and reported to site staff All electrical equipment is inspected by a competent person annually (PAT Tested). Staff are reminded not to use electrical equipment that does not have a current PAT certificate | 2 | 2 | 4 | |
| 17 | Use of shared equipment | Risk of transmission resulting in illness or even death | <ul style="list-style-type: none"> Equipment is not to be shared if at all possible. All equipment cleaned after each use with regular full test center cleaning cycles. Staff are not to share equipment when carrying out testing. Equipment such as PPE and testing kits will be available at the testing bay. | 2 | 3 | 6 | |
| 18 | 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 Each staff member has an assigned role and the test stays with them all the way to the recording at the end of the process. | 2 | 3 | 6 | |
| 19 | 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 1 hr. of registration Subjects are called for a retest Each staff member has an assigned role and reports any issues to the Covid coordinator | 2 | 3 | 6 | |

| Control Improvements | | | | |
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| 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 | 08-01-21 | |
| 2 | Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency | Team Leaders | Weekly | |

| Additional Notes |
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Test and Trace