

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	01/03/2021	Lead Assessor	Hayley Mathews	Contract		Assessment Number	003
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Oakwood School – specifically testing students three times on reintegration						
Activities Involved	Traversing the site on foot Testing school staff and pupils					Location	Oakwood School, Horley
Who Might be affected	Employee ✓	Pupil ✓	Contractor ✓	Visitor ✓	Service User ✓		

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	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 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. <ul style="list-style-type: none"> ➢ 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 registration 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 & adherence to this enforced by registration staff. • Social distancing: Two metre social distancing to be maintained between subjects 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. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and LFT kits. • No longer testing positive contacts reduces overall risk 	2	3	6	

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>	<p>As above plus:</p> <ul style="list-style-type: none"> • Staff to wear full PPE at all times, in accordance with training video. • Registration to be done via bulk spreadsheet upload to reduce time spent registering and risk to registration staff 	2	3	6	
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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"> • 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 coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • 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. • Sample taker to advise only, not to swab. • Sample taker to wear full PPE at all times • Sample taker to remain 2m away from subject at all times • Subject to clean area once swabbing has taken place • No longer testing positive contacts reduces overall risk 	2	4	8	
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	<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 coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • 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. • Processor to wear full PPE at all times • Processor to remain 2m away from subject at all times • Processor to clean area once swabbing has taken place • No longer testing positive contacts reduces overall risk 	2	4	8	

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	<p>As above, plus:</p> <ul style="list-style-type: none"> • Waste disposal to be in accessible and open to avoid touching sides and thereby increasing risk of contamination • No longer testing positive contacts reduces overall risk • All staff fully trained in areas of need. 	2	4	8	
6	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • New more structured registration will reduce risk of error • Bulk registration upload controlled by Student Services allows for reduced error. • Barcodes stapled to consent form and given to student on arrival at test centre (reduces risk of error) • 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 • All staff fully trained in areas of need 	2	5	10	

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"> • Rule based recall of subjects who have not received a result within 1 hr of registration • Subjects are called for a retest • No longer testing positive contacts reduces overall risk as positive contacts won't be in school freely amongst population • New registration process will reduce error 	2	2	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 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	3	6	
9	Occupational illness or injury	Risk of occupational injury through process, e.g. slip due to spillage	<ul style="list-style-type: none"> • All staff to be trained in how to deal with spillages • Blue rolls/paper towels to be by processing desk to cover initial spillages before cleaning can occur • On spillage, surrounding area to be evacuated 	3	2	6	

10	Manual handling	Risk of injury through manual handling	<ul style="list-style-type: none"> • Ensure Premises team carry substantial deliveries of stock to testing area 	2	2	4	
11	Uneven surfaces (floor protection in the Testing and Welfare areas)	Risk of injury through uneven floors	<ul style="list-style-type: none"> • Premises to ensure floor even and no trip hazards • Floor protection to be placed on areas of concern (to be changed daily minimum and with each spillage) 	2	3	6	

12	Use of shared equipment	Risk of contamination through shared equipment	<ul style="list-style-type: none"> Avoidance of using shared resources where possible (e.g. equipment duplicated on each processing area) Cleaning: Regular cleaning of the equipment including wipe down of all equipment before shared in accordance with PHE guidance. 	2	3	6	
13	Incorrect result	Risk of LFT result being a false negative Approximately 53% of positives are missed when tests are self administered. This could result in positive cases remaining in school when otherwise they would have self isolated if they were a contact.	<ul style="list-style-type: none"> Swabbing staff to be fully trained in areas of need Advice for self swabbing to be given, along with mirrors and visual guides in the swabbing area. Advice to staff and students that a negative result does not mean they don't have the virus so all current COVID aware policies such as masks and social distancing need to be adhered to. Communication between school and parents/students and staff to ensure they are aware that a negative does not mean they don't have the virus. Positive contacts now to continue to self isolate and so margin of risk lessens as these students will not be freely in school, potentially spreading the virus. Likelihood of students testing positive if they have adhered to lockdown lower when just testing on re-entry to school 	3	3	9	
14	Interpretation of negative result	Risk of staff and students feeling relaxed about COVID aware policies due to a negative result, meaning the virus could spread more easily through the school community.	<ul style="list-style-type: none"> Advice to staff and students that a negative result does not mean they don't have the virus so all current COVID aware policies such as masks and social distancing need to be adhered to. Communication between school and parents/students and staff to ensure they are aware that a negative does not mean they don't have the virus. Positive contacts now to continue to self isolate and so margin of risk lessens as these students will not be freely in school, potentially spreading the virus. Likelihood of students testing positive if they have adhered to lockdown lower when just testing on re-entry to school 	3	3	9	

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

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

