# 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 | 4.1.21 | Lead Assessor | Margot Tyers | Contract | Head Teacher | Assessment Number |  8917041 |
| **Activity / Task Lateral Flow Testing within special school setting for staff and eligible pupils** |
| **Description of task / process****/ environment being assessed** | General and clinical activities on the asymptomatic testing site at Newark Orchard School |
| **Activities Involved** | Traversing the site on footTesting school staff and eligible pupils | **Location** | Newark Orchard SchoolLondon Road BaldertonNewark Notts NG24 3AL |
| **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?Action No |
| 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 | * **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.
* Compliance with wearing of face covering/mask of all subjects to be visually checked through building by reception 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 with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management
* 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
 | 1 | 4 | 4 |  |
|  2 | Contact between subjects and staff increasing the risk of transmission of COVID19 :Welcome & registration | Transmission of the virus leading to ill health or potential death | * Reception staff to wear recommended PPE and change when leaving and returning to area
* staff to have completed relevant compulsory training and understand correct procedures
* Testing room being organized as per the correct advice
* Regular cleaning of working areas
 |  1 |  4 |  4 |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 3 | Contact between subject and sampler increasing the transmission of COVID19: Sample taking | Transmission of the virus leading to ill health or potential death | * Tester staff to wear recommended PPE and change when leaving and returning to area
* Tester staff to have completed relevant compulsory training and understand correct procedures
* Protective screens to be in place between tester and subject
* Testing room being organized as per the correct advice
* Regular cleaning of working areas
 |  1 |  4 |  4 |  |
| 4 | Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport | Transmission of the virus leading to ill health or potential death | * staff to wear recommended PPE and change when leaving and returning to area
* staff to have completed relevant compulsory training and understand correct Protective screens to be in place between tester and subject
* Testing room being organized as per the correct advice
* Regular cleaning of working areas
* procedures
 |  1 |  4 |  4 |  |
| 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 | * staff to wear recommended PPE and change when leaving and returning to area
* staff to have completed relevant compulsory training and understand correct procedures
* Testing room being organized as per the correct advice
* Regular cleaning of working areas
* Samples to be disposed of correctly as per advice
 |  1 |  4 | 4 |  |
| 6 | Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal | Transmission of the virus leading to ill health or potential death | * staff to wear recommended PPE and change when leaving and returning to area
* staff to have completed relevant compulsory training and understand correct procedures
* Testing room being organized as per the correct advice
* Regular cleaning of working areas
* Samples to be disposed of correctly as per advice
 |  1 |  4 |  4 |  |
| 7 | Incorrect result communication | Wrong samples or miscoding of results | * 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 1 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 | * Rule based recall of subjects who have not received a result within 2 hrs of registration
* Subjects are called for a retest
 |  1 |  4 |  4 |  |
| 9 | Extraction solution which comes with the lab test kit contains the following components: NA2HPO4(disodium hydrogen phosphate), NaH2PO4 (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. | * **PPE**: gloves 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. Aprons and 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 waste disposal procedures
* Do not use if the solution has expired
* Training to be provided in handling potentially biohazardous samples, chemicals and good 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 |   | * Normal school procedures in the event of an accident at work to be followed
 | 1 |  4 | 4 |  |
| 11 | Manual handling |  | * Staff given training and advice for correct manual handling
 |  1 |  4 |  4 |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 12 | Electrical safety / plant & equipment maintenanceDefective electrical equipment |  | * All electrical equipment is PAT tested and is suitable for safe use
 |  1 | 4 | 4 |  |
| 13 | Use of shared equipment |  | * Correct procedures for cleaning equipment between use is followed
 | 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 | Team Leader | 11.1.21 |  |
| 2 | Ensure all staff have completed the relevant training for their role | Team Leader | 4.1.21 |  4.1.21 |
|  3  | Quality Assure process to ensure it is suitable and safe | Team Leader | w/b 11.1.21 |  |

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| **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 |  Margot Tyers, Leanne Hurdle, Lisa Williams |
| Signature of Lead Assessor |  MTSig Date 4.1 .21 |

**Risk Evaluation**

## 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 act