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.

Assessment Date	08/01/21	**Lead Assessor**	T Hamer	**Contract**		**Assessment Number**	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at __Maplesden Noakes School – Lateral Flow Testing						
Activities Involved	Traversing the site on foot Testing staff and students					**Location**	Main Hall
Who Might be affected	Employee ✔	Client ✔	Contractor ✔	Visitor ✔	Service User ✔		

NHS Test and Trace

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Probability	Evaluation (post measures) Severity	Risk	Additional control needed? Action No
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. Except for those that are exempt from wearing a face covering on medical grounds. • 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 & 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 & sampling staff.	1	4	4	

			• 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 PCR test kits for first 200 subjects				
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	• Registration desk and chair clearly positioned for the member of staff registering students • School based laptops for registering students • Poster identifying the registration area • Chairs grouped by bay number • 2 metre distancing and measured floor markings between chairs and registration desk • Face coverings are worn by subject. • Registration member of staff wears recommended PPE for role	1	4	4	

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	• The sampler and subject are separated by a screen. • When the subject passes the sampler the swab, no contact is made. • The subject is still able to stay behind the screen. The processor places the swab in the test tube rack	1	4	4	
4	Contact between sample and test centre runner increasing the transmission of	Transmission of the virus leading to ill health or potential death	• No test centre runner so not applicable ○ Subject booths have screens with window to pass sample to processor	0	0	0	

	COVID19: Sample transport						
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	• Full training and certification stored and verified by centre co-ordinator • Practice sessions to build confidence and remove potential human error in relation to the handling of the sample • Volunteers recruited for this role do not have a medical background but have the full training as MNS staff. They will also receive the same practise time of one day to build confidence. • ~~Subject~~ Testing staff place sample directly into test tube which is contained in a holder • Full PPE worn correctly • Correct donning and doffing of gloves between each sample • Regular quality assurance by Team Leader and centre co-ordinator	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	• Full training and certification stored and verified by centre co-ordinator • Practice sessions to build confidence and remove potential human error in relation to the handling of the sample • Full PPE worn correctly • Separate donning and doffing area, complete with health bin, medical bin liners and desk • Correct bin liners and bin system purchased and stored in testing area • Correct donning and doffing of gloves between each sample • Regular quality assurance by Team Leader and centre co-ordinator • Correct removal of waste and placed in designated safe area • Removal performed by contractor for hazardous waste	1	4	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 • Regular quality assurance by Team Leader and centre co-ordinator	1	2	2	2

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 x hrs of registration • Subjects are called for a retest	1	2	2	2
9	Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (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.	• **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.	1	2	2	2
10	Occupational illness or injury	Slips from hazards such as wet floor. Stumble	• Dedicated cleaner to ensure wet areas are cleaned and signs placed to ensure staff/subjects cannot slip. SLT taking on this role if cleaners are ill / isolating	1	3	3	3

11	Manual handling	N/A					
12	Unauthorised access by members of the public	Members of public attending test centre uninvited	• Staff only signs placed on doors	1	1	1	1
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Ensure no uneven surfaces	• Main Hall has a flat even hard surface • Protection surfaces will not be used	0	0	0	0
14	Stairs to / from sample processing / registration area and welfare space	Avoid stairs	• No stairs in the testing centre	0	0	0	0
15	Inclement weather	Queuing area	• 10 minute bookings will be made • If tests over-run then the registration member of staff will manage the queue by placing subjects in socially distanced areas of the Sports Hall, this will avoid subjects standing in outside areas.	1	1	1	1
16	Electrical safety / plant & equipment maintenance Defective electrical equipment	Annual PAT testing complete	• No electrical equipment will be required	0	0	0	0
17	Use of shared equipment	Accidental sharing of equipment	• Set up of test centre equipment will be replenished each day • Each role will have individual equipment specific to role • Each role will have individual hand sanitizer provided • Full time staff will be used for each role • End of day any equipment used will be cleaned	1	3	3	3

18	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 • Quality assurance team leader • Quality assurance centre co-ordinator • Training	1	4	4	4
19	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 x hrs of registration • Subjects are called for a retest	1	1	1	1
20	Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (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.	• **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.	1	2	2	2

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	13.01.21	13.01.21
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	13.01.21	13.01.21
3	Test centre workers to have adequate practice in training before rolling out programme to staff and students • 1st stage – SLT • 2nd stage – testing team	Covid Coordinator	15.01.21 18.01.21	15.01.21
4	Area for subjects to wait during the 30 minute processing of LFT. Students/Staff will not be sent back to classroom to as risk of possible infection spreading. This mitigates future cases and reduces the number of potential contacts if a positive subject returns to the classroom	Covid Coordinator	14.01.21	14.01.21
5	Admin system implemented to reduce bottlenecks during registration and allow us to control the flow of subjects • Booking system 24 hours prior to testing • Covid coordinator identifies subjects to be tested the day before • Administrators assign barcodes and register subjects	Covid Coordinator	20.01.21	
6	The school has decided that serial contact testing will not take place, this is to mitigate infection amongst the community using the safest method – self-isolation.	Covid Coordinator	13.01.21	13.01.21
7	Any void tests will be completed from scratch. Previous swab and solution will be disposed and the test will be taken again.	Covid Coordinator	15.01.21	15.01.21
8	Separate donning and doffing station to be constructed outside of testing area, this will also hold supplies of PPE	Covid Coordinator	14.01.21	14.01.21
9	Test workers will be tested at the end of the day. A slot during the testing day has been introduced before the deep clean to ensure that test workers have not been exposed to asymptomatic subjects and will be safe to carry out testing the next day. This will offer reassurance to test subjects and the test workers themselves.	Covid Coordinator	13.01.21	19.01.21

10	Temporary storage of clinical and medical waste will be stored at the back exit of the Main Hall. Waste will be collected fortnightly by the dedicated waste contractors, who will be providing a lockable clinical waste bin. Waste disposal contractor is ClientServices@kent.gov.uk	Covid Coordinator	14.01.21	W/C 18.01.21
11	Bin liners were not provided by the DfE, therefore the military advised during a webinar 13.01.21 (Scott Hatwood) that double bagging would suffice. Yellow and tiger striped bags sourced from other outlets will be double bagged for extra safety precautions.	Covid Coordinator	13.01.21	15.01.21

Additional Notes
Reportable incidents can include the following (this is not an exhaustive list): Swab breakages, leaks in tubes, temperature drop/increase outside of tolerance for LFT storage or processing. What to do – ring DfE helpline on 0800068687. This instigates an entry by DfE who record this with the DHSC (incident reporting investigation team). If box of broken equipment as outlined above then ensure when you call DfE you order more.

Risk Evaluation

Likelihood of event ocurring (Probability)	Consequence of event ocurring (Severity)				
	Negligible	Minor	Moderate	Major	Critical
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	Severity
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	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	SLT
Signature of Lead Assessor	T Hamer Date 13.01.21

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

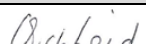
Review date	Comments	Reviewed by	Signature
15.01.21	RA amended based on feedback in relation to: • students in holding areas • Mandatory face coverings • Bin liners • Pre-registration	THA	T Hamer
15.01.21	RA updated based on 1st practice run with SLT	THA	T Hamer
16.01.21	RA shared with test workers and Governors	THA	T Hamer
18.01.21	RA updated after training the volunteer testing team.	JUS	J Usher

Review date	Comments	Reviewed by	Signature

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	

NHS Test and Trace

Declaration by employees involved in the activity detailed above – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date
Olivia Lichfield		Tina Hamer/Bob Hedderman	12/01/21				
Tiffany Hillier	T Hillier	Tina Hamer/Bob Hedderman	12/01/21				
Tom Newcombe	T Newcombe	Tina Hamer/Bob Hedderman	12/01/21				
Jenny Usher	J Usher	Tina Hamer/Bob Hedderman	12/01/21				
Moira Watts	Moira Watts	Tina Hamer/ Bob Hedderman	12/02/21				
Jacqueline Rees	J Rees	Tina Hamer/ Bob Hedderman	12/01/21				
Richard Owen		Tina Hamer/ Bob Hedderman	12/01/21				