

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	04/03/2021	Lead Assessor		Contract		Assessment Number	1
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at The Bewdley School						
Activities Involved	Traversing the site on foot Testing staff and students					Location	The Bewdley Youth Centre
Who Might be affected	Staff ✓	Students ✓	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	Action No
1	Contact between participants 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 those attending of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by all 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 in advance at time of test booking. • Compliance with wearing of face covering/mask of all to be visually checked on arrival by reception • Compliance with wearing of face covering/mask to be visually checked through building by queue managers and all other staff. • Hand hygiene: Everyone upon entry to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between all with measured floor markings in place 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 • Signage: Clear signage displayed within the test centre 	1	4	4	
2	Contact between participants and staff increasing the risk of transmission of COVID19: <u>Welcome & registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Staff who are in close proximity of participants will be wearing PPE supplied by PHE; surgical gloves, face masks, apron, face shield 	1	4	4	

3	Contact between participant 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"> Staff who are in close proximity of test subjects will be wearing PPE supplied by NHS; surgical gloves, face masks, apron, face shield Participants to sit in designated booths, facing away from sample taker Hatch to be used to pass samples which is above mouth height 	1	4	4	
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"> Testers will be wearing PPE supplied by NHS; surgical gloves, face masks, apron, face shield Tester will follow guidance as outlined within initial training 	1	4	4	
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	<ul style="list-style-type: none"> Testers will be wearing PPE supplied by NHS; surgical gloves, face masks, apron, face shield Individual bins provided for testers with clear spacing between desks to ensure spacing between testers 	1	4	4	
6	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 2 identical barcodes are provided to participant at check in The participants pre-register their details along with consent 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	
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 participant who have not received a result within 4 hours of registration Participants are called for a retest 	1	4	4	
8	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4	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	<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 test centres waste disposal procedures 	1	4	4	

	(disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	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"> 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. 				
9	Occupational illness or injury	Staff exhibiting / feeling effects that may indicate COVID 19 is present.	<ul style="list-style-type: none"> Staff training and information provided. Staff to follow Government guidelines on self-isolation; isolate and remove themselves from the test centre immediately and request a PCR test from https://www.gov.uk/get-coronavirus-test or request a PCR home-test kit from school 	1	4	4	
10	Manual handling	Injury caused by incorrect manual handling techniques and attempting to lift beyond capability	<ul style="list-style-type: none"> All materials that require lifting are in small light weight packages Testing stations have all required equipment, additional equipment can be requested from the Site Team 	1	4	4	
11	Unauthorised access by members of the public	Unauthorised staff entering the test site	<ul style="list-style-type: none"> Only authorised access permitted to the building Reception manned at all times Only persons with ID cards permitted to enter Test centre locked at all times when not in use 	1	4	4	
12	Uneven surfaces (floor protection in the Testing and Welfare areas)	Trip hazards	<ul style="list-style-type: none"> The test centre is being setup at the Bewdley Youth Centre and the area has been checked and approved to be free from uneven surfaces and trip hazards No objects to be left on floor, desks and designated storage / processing areas provided Designated walkways for testers to use, which will remain clear at all times 	1	3	3	
13	Inclement weather	Room not at operating temperature	<ul style="list-style-type: none"> Stand-by mobile heating solutions will be available Temperature checks carried out regularly to ensure temperature at correct operating temperature. 	1	4	4	

14	Electrical safety / plant & equipment maintenance Defective electrical equipment	Failure of equipment due to poor maintenance Electric shock from faulty equipment	<ul style="list-style-type: none"> All equipment at the test site has an in-date PAT certificate/test label/appropriate certification 	1	4	4	
15	Use of shared equipment	Cross contamination of equipment increasing the possibility of COVID transference.	<ul style="list-style-type: none"> Any shared equipment will be disinfected between operatives with appropriate cleaning materials and where possible minimum 70% alcohol wipes 	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		
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

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	D Chauhan A Whordley
Signature of Lead Assessor	Date 08/01/2021

