

APPENDIX C: Risk Assessment for Lateral Flow Testing (CoVid19)

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

This document has been adapted from the NHS Risk Assessment Template advised for use within schools.

Assessment Date	04.01.2021	Assessment completed by: Lisa Kavanagh – Vice Principal (Safeguarding & Social Care)				Version1.1
Activity/Task						
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Valence School					
Activities Involved	Traversing the site Testing School staff and students					
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓	

No	Hazards	Associated risks	Current Control/ Mitigation Measures
1	Contact between individuals 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 test 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: Reminder of the requirement to wear a face mask to be communicated at the time of booking. Prominent signage to be displayed at the entrance to the building. Face coverings/masks to be always worn by individuals throughout the process except for brief lowering at time of swabbing. • Hand hygiene: Individuals must apply hand sanitiser gel on arrival, overseen by Registration Assistant. • 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. • 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 attending staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • No physical handing of documents to subjects except barcodes and PCR test kits.
2	Contact between test 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	<ul style="list-style-type: none"> • Appointment times for each staff and student group will be allocated and agreed in advance. • Attendance registers produced for each session to expedite the registration process. • Social distancing maintained with floor markings to promote compliance.
3	Contact between test subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death For many students, there is a potential risk of accidental injury or harm if tests are administered by staff (through involuntary movement, inability to comply or due to complex health needs)	<ul style="list-style-type: none"> • Lateral Flow tests will only be provided to staff and students who are able to self-administer their test. • Bubble staff to support enablement as required (holding equipment, providing reassurance, facilitating hand/face hygiene). • Full PPE to be worn by all test staff during the session. • Test subject (and support staff) to use the tissues and hand sanitiser after administering the test. • Waste disposal – appropriate bins provided at each station.
4	Contact between samples and	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Processing staff to wear full PPE and to adhere to the training provided.

	sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u>		<ul style="list-style-type: none"> Processing staff to adhere to the infection control measures outlined in the training module Processing outcome to be noted and all results emailed to the Results team at the end of the session if they are not in attendance. Results team will collate and upload information to NHS Test and Trace Service.
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"> Samples sealed and placed in the clinical waste bins provided. Area and any equipment used is promptly disinfected and wiped down Processing staff to change gloves and sanitise hands after handling waste.
7	Incorrect result communication	Wrong samples or miscoding of results	<p>-2 identical barcodes are provided to subject at check in</p> <ul style="list-style-type: none"> The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff <p>Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device</p>
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 5 hrs of registration Subjects are called for a retest
9	Extraction solution which comes with the lab test kit contains the following components: Disodium Hydrogen Phosphate, Sodium Phosphate Monobasic and 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

10	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 isolate and remove themselves from the test centre immediately and request a test.
11	Manual handling	Injury caused by incorrect manual handling techniques. Attempting to lift beyond capability. Insufficient space to manoeuvre students or attend to their needs	<ul style="list-style-type: none"> • Test kits and equipment transported in manageable quantities. • Furniture and desks set up and left in situ for the duration. • Layout planned to provide sufficient space to mobilise and attend to student needs.
12	Public access	Members of the public unfamiliar with the environment or testing process	<ul style="list-style-type: none"> • Only authorised access permitted to the building. • Testing by appointment only and arrangements communicated to individuals ahead of their appointment • Separate testing session and waiting area identified
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Trip Hazard	<ul style="list-style-type: none"> • The testing centre is in a dedicated sports hall which has been checked for uneven surfaces and other trip hazards.
15	Inclement weather	Increased risk of slips, trips or falls	<ul style="list-style-type: none"> • Pathways gritted and kept clear by the premises team. • Session delayed or rescheduled with Team Leader agreement.
16	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 within the test area is either within twelve months of purchase or has an in-date PAT certificate/test label.
17	Use of shared equipment	Cross contamination of equipment increasing the possibility of COVID transference	<ul style="list-style-type: none"> • Test team provided with their own equipment to reduce the need for shared use. • Stations, equipment and furniture wiped and disinfected between use.
18	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> - 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 <p>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</p>
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 5hrs of registration • Subjects are called for a retest

20	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: 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.
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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	Covid Coordinator		
2	Quality Control checks and weekly audits undertaken to ensure compliance	Covid Coordinator		
3	Risk Assessment reviewed on a termly basis	Covid Coordinator		

Additional Notes

