

APPENDIX C: Risk Assessment – Covid Testing at Denmark Road High School

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 Jan 2021 Reviewed 1.3.21	Lead Assessor	Claire Giblin	Contact	01452 543335	Assessment Number	01/2021 03/2021
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Denmark Road High School						
Activities Involved	Traversing the site on foot Testing School staff and students				Location	Denmark Road High School - Hall	
Who Might be affected	Staff ✓	Student ✓	Contractor Cleaner		Visitor/Contractor ✓		

Hazard Identification and evaluation							
Ser	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	Action No
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 wearing of masks being strongly advised to be displayed at the entrance to the building. • Face coverings/masks are strongly advised to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Wearing face covering/mask as strongly advised 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. Whilst the question will be asked to promote wearing, we cannot enforce it. 	Unlikely	Minor	Tolerable	Monitor the situation

			<ul style="list-style-type: none"> • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. Whilst the question will be asked to promote wearing, we cannot enforce it. • 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. There will also be a protective screen in place between the test staff and subject. • 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	Transmission of the virus leading to ill health or potential death	As per Ser 01	Unlikely	Minor	Tolerable	Monitor the situation

	COVID19 : <u>Welcome & registration</u>						
3	Contact between subject and testing assistant increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	<p>As per Ser 01 and to include:</p> <ul style="list-style-type: none"> • Test site must be well lit and have good airflow with no recirculation of air. • Test site flooring must be non-porous and the test site cleanable with the approved cleaning product • The ambient temperature should be 15-30°C for the lateral flow devices to operate and 2-30°C for storing them • Clear division between swabbing and processing area to include a screen. This should be clearly set out. Individuals being tested must not enter the processing area • Correct PPE: Testing Assistant should make sure they are wearing the correct PPE to include disposable gloves, disposable plastic aprons, fluid resistant surgical masks and eye protection. • PPE Should be replaced between samples eg at the end of the morning session before lunch. Gloves should be replaced in between test subjects and any other items of PPE if it becomes compromised. • Ensure each subject cleans all items they have used at the swabbing desk before they leave the area. 	Unlikely	Minor	Tolerable	Monitor the situation

4	Contact between sample and testing assistant increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	As per Ser 03	Unlikely	Minor	Tolerable	Monitor the situation
5	Contact between samples and processors increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	As per Ser 03 and to include: <ul style="list-style-type: none"> Ensure that staff have completed and passed the online training to be able to process the sample correctly and according to government guidance. 	Unlikely	Minor	Tolerable	Monitor the situation
6	Contact between samples and processors increasing the transmission of COVID19: <u>Sample</u>	Transmission of the virus leading to ill health or potential death	As per Ser 05 to include: <ul style="list-style-type: none"> Ensuring that the test site adheres to the guidance provided for waste disposal and spillages. 	Unlikely	Minor	Tolerable	Monitor the situation

	<u>disposal and waste disposal</u>						
7	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 • Barcodes are checked for congruence at the processing & analysis station 1 and applied to Lateral Flow Device at this station 	Rare	Major	Tolerable	Monitor the situation
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 1 hr of registration • Subjects are called for a retest 	Rare	Major	Tolerable	Monitor the situation
9	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards	<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 	Rare	Major	Tolerable	Monitor the situation

	phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	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"> • 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		<ul style="list-style-type: none"> • Qualified First Aid Staff will be on site with First Aid supplies. They will be responsible for conducting any assessments of illness or injury in the testing room. 	Rare	Moderate	Trivial	No
11	Manual handling		<ul style="list-style-type: none"> • All heavy equipment will be moved by staff who have completed manual handling training. 	Rare	Moderate	Trivial	No

			<ul style="list-style-type: none"> Personnel are to contact the site team if there is no one available within the testing room. 				
12	Unauthorised access by members of the public		<ul style="list-style-type: none"> The school security system is in place and any unknown visitors will be challenged on entering the premises by staff. 	Rare	Major	Tolerable	Monitor the situation
15	Inclement weather		<ul style="list-style-type: none"> Review weather forecast regularly and change plans if necessary. Ensure the testing room ambient temperature is within 15-30°C. Test site must be well lit and have good air flow with no recirculation of air. 	Rare	Major	Tolerable	Monitor the situation
16	Electrical safety / plant & equipment maintenance	Defective electrical equipment	<ul style="list-style-type: none"> All equipment to be checked at the start and end of each session. Report any defective equipment to site staff/IT support immediately. 	Rare	Major	Tolerable	Monitor the situation
17	Use of shared equipment		<ul style="list-style-type: none"> Supplies have been provided to prevent the sharing of equipment and cross contamination. The Team Leader is responsible for monitoring all supplies and ensuring the prompt re-ordering of stock. 	Rare	Major	Tolerable	Monitor the situation

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	5.3.21	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	In place from January 2021	January 2021

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

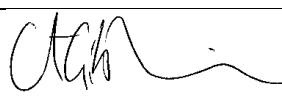
Intolerable – stop activity, take immediate action to reduce the risk

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	Claire Giblin	
Signature of Lead Assessor		Date 08 January 2021 Review date: 5.3.21

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
1.3.21	Masks wearing for subjects is guidance and cannot be enforced. Wording amended to reflect that the wearing is 'strongly advised'	CG	
1.3.21	Risk evaluation updated	CG	

Review date	Comments	Reviewed by	Signature