

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	18/01/2021	Lead Assessor	Elodie Malard	Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General activities on the asymptomatic testing site at CFBL						
Activities Involved	Traversing the site on foot Testing staff and secondary students					Location	MPR at CFBL
Who Might be affected	Employees ✓	Students ✓	Contractors ✓	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 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 above to be displayed at the entrance to the building and testing site. • 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 staff, contractors and secondary pupils to be visually checked on arrival by reception. • 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 & 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 testing 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 test kits. 	1	4	4	
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	<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 above to be displayed at the entrance to the building and testing site. • 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 staff, contractors and secondary pupils to be visually checked on arrival by reception. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Hand sanitiser available on each desk of testing site 	1	4	4	

			<ul style="list-style-type: none"> • 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 & 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 testing 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 test kits. • Cleaning of iPad handled by subjects after use by individual 				
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	<ul style="list-style-type: none"> • Self-swabbing: test assistant only provide information on how to perform swabbing • Asymptomatic: All subjects and all test assistants 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 • Social distancing: test assistant and subject remain at least one meter apart (table in between them). test assistant must wear their mask at all time • PPE: test assistant wears apron, visor, mask and gloves • Cleaning: cleaning of sampling area after each subject 	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"> • Training: sample testers trained on how to manipulate sample safely and what to do if spillage occurs • Subjects asked to put their swab in collection tube which prevent exposure of sample testers to contaminated area of swab • PPE: sample testers wear an apron, visor, face mask and gloves. Gloves are changed after each test and are discarded in appropriate bin. Sample testers to use hand-gel before taking their post and after removing their gloves. • Cleaning: sample discarded in appropriate bin. Desk to be cleaned after each test • Cartridge kept in a tray to avoid manipulation of a potentially infected device 	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"> • Training: sample testers trained on how to manipulate sample safely and what to do if spillage occurs • Subjects asked to put their swab in collection tube which prevent exposure of sample testers to contaminated area of swab • PPE: sample testers wear an apron, visor, face mask and gloves. Gloves are changed after each test and are discarded in appropriate bin. Sample testers to use hand-gel before taking their post and after removing their gloves. • Cleaning: sample discarded in appropriate bin. Desk to be cleaned after each test 	1	4	4	

			<ul style="list-style-type: none"> Cartridge kept in a tray to avoid manipulation of a potentially infected device 				
6	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 Barcode applied to registration card The subject registers their details to a unique ID barcode before conducting the test Barcode scanned to avoid typing errors Barcodes and test kit kept in one tray from beginning until end of testing process 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 subjects who have not received a result within 2 hrs of registration Subjects are called for a retest 	1	2	2	
8	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium 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.	<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. 	1	2	2	
9	Manual handling	Risk of injury when setting up test site	<ul style="list-style-type: none"> Testing team not required to lift heavy objects: trolley and manpower available 	1	3	3	
10	Unauthorised access by members of the public	Risk of theft of test kits or electronic material	<ul style="list-style-type: none"> Access to premises controlled at reception CCTV in use in premises Equipment used for testing locked away when not in use 	1	3	3	

11	Stairs to / from sample processing / registration area and welfare space	Risk of fall or injury Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Hand railed present in staircase Warning sign if floor is wet Subject requested to maintain social distancing Staggering appointments to testing site to avoid crowded site and staircase 	1	4	4	
12	Inclement weather	Risk of fall or injury	<ul style="list-style-type: none"> Warning sign (slippery floor) applied by cleaning staff in case of inclement weather 	1	3	3	
13	Electrical safety / plant & equipment maintenance Defective electrical equipment	? Risk of injury/fire	<ul style="list-style-type: none"> Regular maintenance of electrical devices by trained staff 	1	4	4	
14	Use of shared equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Cleaning: use of Clinell Universal wipes after manipulation of devices/equipment Regular cleaning of the site including wipe down of all potential touchpoints Hand-washing: hand sanitizer available at each station. Subjects reminded to clean their hands before using shared equipment Shared equipment minimised: subject allowed to use their own phone for registration. No use of chair in waiting area nor in testing area unless necessary; if chair required, cleanin 	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

