

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	8/1/2021	Lead Assessor	Kevin Day	Contract	01242 216180	Assessment Number	One
		Test Coordinator	Emma Keir	Contract	01242 216180		
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Belmont Special School, Cheltenham, Gloucestershire						
Activities Involved	Traversing the site on foot Testing School staff and students					Location	Staff room (converted into testing centre)
Who Might be affected	Employee ✓	Students ✓	Contractor ✓	Visitor ✓	Service User ✓		

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				Probability	Severity	Risk	
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<p>EXAMPLE OF MEASURES:</p> <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. Face coverings/masks to be worn by subjects 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 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. 	1	4	4	

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			<ul style="list-style-type: none"> 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. 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	Centre staff who are in close proximity of test subjects will wear Surgical gloves, Face mask and apron.	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	Centre staff who are in close proximity of test subjects will wear Surgical gloves, Face mask and apron	1	4	4	
4	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	Test centre team will contact classes via advance booking system or phone. If runner must be used staff will wear surgical gloves, face mask and apron.	1	4	4	
5	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	Testers will wear surgical gloves, face mask and apron.	1	4	4	
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	Testers will wear surgical gloves, face mask and apron.	1	4	4	

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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 analysis station 1 and applied to Lateral Flow Device at this station 	1	4	4	
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 x hrs of registration Subjects are called for a retest 	1	4	4	
9	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. 	1	4	4	
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. 	1	4	4	
11	Manual handling	Injury caused by incorrect manual handling techniques. Attempting to lift beyond capability.	<ul style="list-style-type: none"> All materials are divided in to small light weight packages. Information provided. 	1	4	4	

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12	Unauthorised access by members of the public	Members of the public unfamiliar with the environment.	<ul style="list-style-type: none"> Only authorised access permitted to the building or on site Reception manned at all times. Only persons with Belmont ID cards permitted to enter. 	1	4	4	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Trip hazards	The testing centre is secure floor which has been checked for uneven surfaces and other trip hazards.	1	3	3	
14	Electrical safety / plant & equipment maintenance Defective electrical equipment	Failure of equipment due to poor maintenance Electric shock from faulty equipment	All equipment in the testing room is either within twelve months of purchase or has an in-date PAT certificate/test label.	1	4	4	
15	Use of shared equipment	Cross contamination of equipment increasing the possibility of COVID transference.	There is to be no shared equipment. Where tables/chairs etc. have been used by other persons, they are to be disinfected between users.	1	4	4	
16	Test subjects unfamiliar with surroundings	Test subjects crossing in to sterile areas.	<ul style="list-style-type: none"> Individual guidance provided from test station staff. Floor signage to provide direction. 	1	4	4	
17	Fire alarm activation	Persons unfamiliar with "Actions in the event of fire"	Pre-work briefing on "Actions in event of fire" provided.	1	4	4	
18	Lack of welfare facilities	Nowhere for staff to consume food/drink.	<ul style="list-style-type: none"> Welfare space provided for staff, separate from testing areas. Staff only Toilet and hand washing facilities provided. 	1	3	3	
19							
20							
			THIS IS NOT AN EXHAUSTIVE LIST. PLEASE IDENTIFY LOCAL RISKS AS APPROPRIATE.				

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 and January 2021 Covid 19 risk assessment update	Headteacher	16 th Jan 2021	
2	Staff to be informed about coordination and planning of testing and any amendments to systems or process	Testing coordinator	Ongoing	

Additional Notes

Personal Protective Equipment to be used (Insert ✓)

																			
Air Fed Helmet	Face Visor	Goggles ✓	Safety Glasses	Ear Defender	Safety Boots	Safety Shoes	Head Protection	Hair Net/Chef Hat ✓	Overall	Hi-Viz	Apron/Tabard ✓	White/Chef Coat/	Half Respirator	Respirator	Dust Mask	Face Mask ✓	Harness/Lanyards	Rubber Gloves	Hand Protection ✓
Other:																			

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	Kevin Day Headteacher Andrea Causon Business Manager & Site Health and Safety Lead Emma Kier Test Coordinator	
Signature of Lead Assessor	<i>K. Day</i>	Date 8/1/2021

