

Marling School Asymptomatic Test Centre 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	6 th Jan 21	Lead Assessor	E Gray	Contract		Assessment Number	1
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Marling School						
Activities Involved	Testing School staff and students					Location	Main School Hall
Who Might be affected	Student ✓	Staff ✓	Volunteer ✓	Visitor ✓			

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>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.</p> <ul style="list-style-type: none"> 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. 	1	4	4	

			<ul style="list-style-type: none"> • 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. • 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 : Welcome & registration	Transmission of the virus leading to ill health or potential death	<p>As above and;</p> <p>Test staff to maintain 2m distance from Test subjects</p> <p>Lines marked to maintain 2m distance</p> <p>Posters to explain process</p> <p>Arrows on floor</p>	1	4	4	
3	Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	<p>As above and;</p> <p>Test subjects to carry out own swab and place swab into solution vial at end of procedure</p> <p>Test subjects asked to wipe down area after testing</p>	1	4	4	
4	Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport	Transmission of the virus leading to ill health or potential death	<p>As above and;</p> <p>Test centre runner to maintain 2m distance from test subjects and Test operatives</p> <p>PPE to be worn, gloves changed after touching any samples</p>	1	4	4	
5	Contact between samples and sample testers increasing the	Transmission of the virus leading to ill health or potential death	<p>As above and;</p> <p>Full training to be completed before testing commences</p>	1	4	4	

	transmission of COVID19: <u>Sample processing & analysis.</u>		Regular monitoring competency and of process to be carried out by Test Centre Co-ordinator				
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	As above and: Test operatives to adhere to strict PPE guidelines Samples to be disposed of in health waste, double bagged and quarantined for 72 hours	1	4	4	
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 (or within 24 hours of) 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	2	2	
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 24 hrs of registration of barcode Subjects are called for a retest 	1	2	2	
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. Face shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing (apron) 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 waste disposal procedures Do not use if the solution has expired Training to be provided in handling potentially biohazardous samples, chemicals and good 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	3	3	

10	Occupational illness or injury	Possibility of allergy to any equipment used to carry out test	PPE guidelines to be strictly adhered to. Any allergic reactions to be reported to Covid Testing Centre Co-ordinator.	1	2	2	
11	Manual handling	Injury due to moving furniture or heavy equipment	Manual Handling to be carried out by trained site staff only	1	2	2	
12	Unauthorised access by members of the public or students during school day when unattended	Theft or misuse of equipment	Site team to lock and unlock testing centre at start and end of sessions LFTs and other equipment to be stored in FLA room off School Hall	1	2	2	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)		Site team to monitor site safety including flooring and surfaces. Cleaning to be carried out minimising slips, trips and falls.	1	2	2	
14	Stairs to / from sample processing / registration area and welfare space		Not applicable. Test Centre on one level.	-	-	-	
15	Inclement weather		Queues to be minimised by leaving students in class until space available in Hall. Staff advised to come back at a later time	1	1	1	
16	Electrical safety / plant & equipment maintenance Defective electrical equipment		Site staff to monitor equipment School equipment to be PAT tested as current guidelines before use in School Hall	1	2	2	
17	Use of shared equipment		All Test operatives to have their own set of equipment at each test station. Sharing of equipment to be avoided. Keyboards, surfaces etc. to be wiped before and after use.	1	2	2	

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	8 th Jan	8 th Jan 21
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	8 th Jan	8 th Jan 21

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 N Bailey, C Hansen

Signature of Lead Assessor Emma Gray

Date 8th January 2021

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

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Test and Trace