

## APPENDIX C: COVID-19 Testing – Risk Assessment

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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	26.08.2021	Lead Assessor		Contract		Assessment Number	
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Notre Dame High School						
<b>Activities Involved</b>	Traversing the site on foot Testing staff and students					<b>Location</b>	The Salle, Notre Dame High School.
<b>Who Might be affected</b>	Employee ✓	Client ✓	Contractor ✓	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"> <li><b>Asymptomatic:</b> 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</li> </ul>	1	4	4	

			<p>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"> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>• Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception staff.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects to ensure compliance in addition to verbal reminders if necessary from staff, queue management &amp; sampling staff.</li> <li>• 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.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• <b>Limited clutter</b>-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits.</li> </ul>				
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome &amp; registration</u>	Transmission of the virus leading to ill health or potential death					
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					
4	Contact between sample and test centre runner increasing the transmission of	Transmission of the virus leading to ill health or potential death					

	COVID19: <u>Sample transport</u>						
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Transmission of the virus leading to ill health or potential death					
6	Contact between samples and results recorder increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death					
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• 2 identical barcodes are provided to subject at check in</li> <li>• The subject registers their details to a unique ID barcode before conducting the test</li> <li>• Barcodes are attached by trained staff at the sample collection bay. Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device at this station</li> </ul>	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"> <li>• Rule based recall of subjects who have not received a result within x hrs of registration</li> <li>• Subjects are called for a retest</li> </ul>	1	4	4	
9	Extraction solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen	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	<ul style="list-style-type: none"> <li>• <b>PPE:</b> 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.</li> <li>• <b>Environmental:</b> do not let product enter drains</li> <li>• <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</li> <li>• Do not use if the solution has expired</li> </ul>	1	3	3	

	phosphate), NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)	toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>				
10	Occupational illness or injury	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Regular breaks scheduled into working pattern.</li> <li>• Appropriate PPE provided for the role.</li> <li>• Role specific training provided.</li> </ul>	1	4	4	
11	Manual handling	Potential injury	<ul style="list-style-type: none"> <li>• Staff to adopt a correct lifting position.</li> <li>• Staff instructed to contact a member of the premises team if they require help with moving anything and or require specialist equipment.</li> </ul>	1	3	3	
12.	Uneven surfaces (floor protection in the Testing and Welfare areas)	Potential injury	<ul style="list-style-type: none"> <li>• Small chance of tripping on tape fixed to the ground.</li> <li>• Staff to monitor and report to premises staff as required.</li> </ul>	1	3	3	
14	Stairs to / from sample processing / registration area and welfare space	Restricted access	<ul style="list-style-type: none"> <li>• No stairs access required to testing site and an adequate supply of toilets, staff room are located nearby.</li> </ul>	1	3		
15	Inclement weather	Cold conditions	<ul style="list-style-type: none"> <li>• Heaters provided for staff working in the testing room.</li> </ul>	1	3		
16	Electrical safety / plant & equipment maintenance  Defective electrical equipment		<ul style="list-style-type: none"> <li>• Equipment is PAT as required.</li> <li>• Premises staff are contactable if any concerns are raised.</li> </ul>	1	3	3	
17	Use of shared equipment		<ul style="list-style-type: none"> <li>• This should not happen but hand sanitiser and other cleaning products should be readily available if required.</li> </ul>	1	3	3	
18	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• 2 identical barcodes are provided to subject at check in</li> <li>• The subject registers their details to a unique ID barcode before conducting the test</li> <li>• Barcodes are attached by trained staff at the sample collection bay</li> </ul>	1	4	4	

			Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station			
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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	At the site run through.	
2	Daily briefing at the start of each day with staff working on the site. Observations from the previous day – what went well / even better if....., identify any potential issues for the day ahead.	Covid Coordinator	Each day of testing	

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





