

## APPENDIX C: Template for 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	11/01/2021	Lead Assessor	Sarah Williams	Contract	07503161868	Assessment Number	1
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Chilwell School						
<b>Activities Involved</b>	Traversing the site on foot Testing School staff and students					<b>Location</b>	Chilwell 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? 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	<ul style="list-style-type: none"> <li>● <b>Asymptomatic:</b> All subjects are required to confirm that they do not 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).</li> <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 / security 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. with verbal reminders if necessary from reception, 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>● Limited clutter, no physical handing of documents to subjects except barcodes.</li> </ul>	1	4	4	
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u><a href="#">Welcome &amp; registration</a></u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>● <b>Asymptomatic:</b> All subjects are required to confirm that they do not 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).</li> <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 / security staff.</li> </ul>	1	4	4	

			<ul style="list-style-type: none"> <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>Appropriate PPE worn by staff following guidelines and training.</li> <li>Compliance with wearing PPE of all staff to be checked by Duty Team Leader</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. with verbal reminders if necessary from reception, 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>Limited clutter, no physical handing of documents to subjects except barcodes.</li> </ul>				
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"> <li><b>Asymptomatic:</b> All subjects are required to confirm that they do not 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).</li> <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 / security 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>Appropriate PPE worn by staff following guidelines and training.</li> <li>Compliance with wearing PPE of all staff to be checked by Duty Team Leader</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. with verbal reminders if necessary from reception, 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>Limited clutter, no physical handing of documents to subjects except barcodes.</li> </ul>	1	4	4	
4	Contact between samples and sample testers increasing the	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Appropriate <b>PPE</b> worn by staff following guidelines and training.</li> <li>Compliance with wearing <b>PPE</b> by all staff to be checked by Duty Team Leader</li> <li>PPE changed between test subjects.</li> <li>Appropriate training and quality assurance completed</li> </ul>	1	4	4	

	transmission of COVID19: <u>Sample processing &amp; analysis.</u>		<ul style="list-style-type: none"> <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>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> </ul>				
5	Contact between samples and results processor 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"> <li>• Appropriate <b>PPE</b> worn by staff following guidelines and training.</li> <li>• Compliance with wearing <b>PPE</b> by all staff to be checked by Duty Team Leader</li> <li>• PPE changed between test subjects.</li> <li>• Appropriate training and quality assurance completed</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>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> </ul>	1	4	4	
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• 3 identical barcodes are provided to subject at check in</li> <li>• The subjects details are registered to a unique ID barcode before conducting the test</li> <li>• Barcodes are attached by trained staff at the sample collection bay</li> <li>• 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>• 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: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), $\text{NaCl}$ (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"> <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> <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>	1	4	4	
10	Unauthorised access by		<ul style="list-style-type: none"> <li>• Normal school access protocol followed</li> </ul>	1	4	4	

	members of the public						
11	Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> <li>• Uneven surfaces marked</li> </ul>	1	4	4	
12	Inclement weather		<ul style="list-style-type: none"> <li>• Site checked before testing to ensure safe as a result of inclemental weather.</li> </ul>	1	3	3	
13	Electrical safety / plant & equipment maintenance  Defective electrical equipment		<ul style="list-style-type: none"> <li>• All electrical devices tested and checked using existing school protocols</li> </ul>	1	4	4	
14	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• 3 identical barcodes are provided to subject at check in</li> <li>• The subject details registered to a unique ID barcode before conducting the test</li> <li>• Barcodes are attached by trained staff at the sample collection bay</li> <li>• Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device at this station</li> </ul>	1	4	4	
15	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>• Subjects are called for a retest</li> </ul>	1	3	3	
26	Extraction solution which comes with the lab test kit contains the following components: Na <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate)	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	<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> <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> </ul>	1	4	4	

monobasic), NaCl (Sodium Chloride)	conditions aggravated by exposure.	<ul style="list-style-type: none"> <li>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>				
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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	18.01.2021	18.01.2021

Additional Notes

**Risk Evaluation**

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Trivial	Tolerable	Substantial	Intolerable	Intolerable	Intolerable

**Likelihood**

Rare, will probably never happen/recur  
 Unlikely, do not expect it to happen, but is possible  
 Possible, Might happen  
 Probable, will probably happen

**Severity**

Negligible  
 Minor  
 Moderate

**Risk control strategies**

Intolerable – stop activity, take immediate action to reduce the risk  
 Substantial - Take action within an agreed

<b>Declaration</b> - 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	S Williams
Signature of Lead Assessor	Date 18.01.2021

<b>Reviews</b> – 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	Review date	Comments	Reviewed by	Signature

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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