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	05/01/2020	Lead Assessor	Richard Howgill Thomas Capewell	Contract		Assessment Number	001
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at The Boulevard Academy, Hull, HU3 3QT						
Activities Involved	Traversing the site on foot Testing of school staff and students Logistics of handling testing equipment and samples					**Location**	The Boulevard Academy Massey Close Hull HU3 3QT
Who Might be affected	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 riskof transmission of COVID19	Transmission of the virus leading to ill health or potentialdeath	• **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 virusor have been in close contact with someone who is displaying symptoms. • **Face masks:** Prominent signage reminding attending subjects of the above tobe displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premisesexcept for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects inadvance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visuallychecked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visuallychecked 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 additionto verbal reminders if necessary from reception, queue management & samplingstaff. • A one-way flow of subjects through the building is to be initiated and maintainedat all times. Compliance with this is to be ensured by queue management staff. • **Cleaning:** Regular cleaning of the site including wipe down of all potentialtouchpoints 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 • **Storage:** All PPE and testing equipment to be stored in clear storage containers and labelled.	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	• Students and staff to social distance at a minimum distance of 2 meters where possible within the classroom and in the wider school environment: • All students and staff to follow signage around the site including the one-way system, social distance guidance, use of masks and regular hand washing and sanitisation. • All incidents of close contact with students to be immediately reported to senior staff for consideration and investigation if required. • At each station there will be signage to support students in how to correctly clean their station after their test. Staff will then clean down the station after the students to support with reducing the risk of transmission. • Additional signage in place to inform students of the process and expectations when in the testing area. • Procedure for swabbing to be displayed at on the acrylic screen in the testing area to support students. • The Academy will have regular support from a registered Staff Nurse and regular consultation with the LEA	2	3	6	

3	Contact between subject and sampler increasingthe transmission of COVID19: Sampletaking	Transmission of the virus leading to ill health or potentialdeath	• Students to complete test themselves • Only students who are asymptomatic to be tested on site, any students showing symptoms are to be tested at a local testing facility. Parents/careers of students who have tested positive will be contacted to arrange collection of their child and advised to visiting a local testing site to have a further test. • 2 Meter distance kept between students and staff at all times during the testing process • One-way system in place within the testing facility with clear signs to inform staff and subjects of procedure throughout the testing process • Hand sanitizer and sanitising wipes • At each station there will be signage to support students in how to correctly clean their station after their test. Staff will then clean down the station after the students to support with reducing the risk of transmission. After each testing session the cleaning team will deep clean the testing facility. • Students to be screened by tutors at the start of each day by asking if any students have any of the key symptoms for Covid-19. Students who are identified with symptoms will be sent home after consulting with parents.	2	3	6	
4	Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport	Transmission of the virus leading to ill health or potentialdeath	• Regular cleaning and sanitization of all equipment within the testing centre between each user. • All staff to have completed full training about procedures and processes to ensure that correct transmission mitigation methods are implemented • Full use of PPE • Each member of staff have a designated role within the testing facility. However all staff will have received all of the training so will be able to cover different roles due to absence. • When passing the results to the recorder staff are to return to their testing bay without leaving the room and maintaining 2 meter social distance where possible.	2	3	6	

5	Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Transmission of the virus leading to ill health or potentialdeath	• **Gloves and PPE-** • Extraction solution- Not to be directly handled without gloves • Lateral flow cartridge to be kept horizontal at all times (Use of trays and test tube racks) • Bar code to be placed on the back of Lateral Flow Cartridge prior to test taking place to ensure horizontal • Movement of samples kept to a minimum within the time constraints of the testing process • Gloves changed between each test and additional PPE changed if tester moves from workstation to reduce transmission risk. • Testing capacity will initially be low however as staff become more familiar with the processes this will increase.	2	3	6	
6	Contact between samples and sample testers increasing the transmission of COVID19: Sampledisposal and waste disposal	Transmission of the virus leading to ill health or potentialdeath	• Black, orange and “tiger” bags to be utilized within the testing area to clearly identify the materials within them. • Orange bins (being used for testing equipment) to be placed behind the tester for ease of disposal • Sanitization of work station between each student test • Correct procedure followed by all testing staff for removing PPE following from training materials • Boulevard site staff to liaise with external waste disposal contractors to ensure that they have robust safeguards in place for their staff. • Clinical waste is stored for a period of 72 hours and then collected with a waste transfer note provided upon collection.	2	3	6	
7	Incorrect result communicati on	Wrong samples or miscoding ofresults	• 2 identical barcodes are provided to subject at check in • The subject registers their details to a unique ID barcode before conducting thetest • Barcodes are attached by trained staff at the sample collection bay • Barcodes are checked for congruence at the analysis station 1 and applied toLateral Flow Device at this station • One staff member conducts the testing and passes the information to the recorder which is scanned through a protective screen.	1	2	2	

8	Damaged barcode, lost LFD,failed scan of barcode	Orphaned record on registrationportal & No result communicated to individual	• Rule based recall of subjects who have not received a result within 1 hr. of registration • Subjects are called for a retest	1	1	1	
9	Extraction solutionwhich comes with the lab test kit contains the following components: NA_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl(Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturerstates 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.	• **PPE**: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at alltimes when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to beworn 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 ofcleaning 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, chemicalsand 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 againstinhalation, skin contact or ingestion of these chemicals.	2	3	6	
10	Occupation illness or injury		• No high risk/vulnerable staff to carry out Covid-19 testing on staff or students • All staff to complete all elements of the training provided by the NHS • A chair is to be made available for staff carrying out testing to prevent RSI injuries to staff.	2	3	6	
11	Manual handling	Trips / Falls resulting in injury	• All manual handling to be completed by site team who are fully trained in safe practice • Heavy and large items to be handled using trolleys • Clear storage facilities in place within the testing center to minimize the need for manual handling.	1	3	3	
12	Unauthorised access by members of	Unauthorised access to medical equipment results in risk of theft or improper use.	• All staff to wear ID badges, anybody on site without a badge is challenged immediately • Access control system in place on entrance doors to prevent unauthorized access to site	1	3	3	

	thepublic		• CCTV in use in outdoor areas • When room is not in use, it will be locked at all times • Only trained members to have access to testing site and equipment				
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Trip hazards Risks of trips, slips or falls upon entering test site, resulting in injury	• Floor coverings are routinely inspected and any defects reported to site staff / management. • Appropriate signage is in place after testing facility has been cleaned	1	3	3	
14	Stairs to / from sample processing / registration area and welfare space	NA- All testing taking place on ground floor	NA	N/A	N/A	N/A	

15	Inclement weather	Risk or slips, trips and falls due to wet floors and shoes	• All routes onto sites are gritted during times of inclement weather to prevent slippery surfaces and routinely checked during the course of the day and gritted where required. • No external waiting area.	2	3	6	
16	Electrical safety / plant & equipment maintenance Defective electrical equipment	Risk of electrical fire / electric shock	• Staff to visually inspect electrical equipment for damage before use, faulty items are taken out of use and reported to site staff • All electrical equipment is inspected by a competent person annually (PAT Tested). Staff are reminded not to use electrical equipment that does not have a current PAT certificate	2	2	4	
17	Use of shared equipment	Risk of transmission resulting in illness or even death	• Equipment is not to be shared if at all possible. • All equipment cleaned after each use with regular full test center cleaning cycles. • Staff are not to share equipment when carrying out testing. Equipment such as PPE and testing kits will be available at the testing bay.	2	3	6	
18	Incorrect result communicati on	Wrong samples or miscoding ofresults	• 2 identical barcodes are provided to subject at check in • The subject registers their details to a unique ID barcode before conducting thetest • 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 • Each staff member has an assigned role and the test stays with them all the way to the recording at the end of the process.	2	3	6	
19	Damaged barcode, lost LFD,failed scan of barcode	Orphaned record on registrationportal & No result communicated to individual	• Rule based recall of subjects who have not received a result within 1 hr. of registration • Subjects are called for a retest • Each staff member has an assigned role and reports any issues to the Covid coordinator	2	3	6	

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

Likelihood of event ocurring (Probability)	Consequence of event ocurring (Severity)				
	Negligible	Minor	Moderate	Major	Critical
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	Joe Raper (Local Authority), RHO, TCA, ALO, CDA, JMI
Signature of Lead Assessor	Date: **05.01.20**

NHS Test and Trace

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	Review date	Comments	Reviewed by	Signature

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	

Declaration by employees involved in the activity detailed above – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

NHS Test and Trace

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date