



Test and Trace

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	07/01/2020	Lead Assessor	Chris Holl	Contract	SLT	Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at _____						
Activities Involved	Traversing the site on foot Testing University staff and students			Location		MT Mainsite	
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

Hazard Identification and evaluation



Test and Trace

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures) Probability Severity Risk			Additional control needed? Action No
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. • 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. <p>Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <ul style="list-style-type: none"> • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects 	2	4	8	Yes Consistency and recorded checks and cleaning

2	Entrances and surfaces	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Persons must be wearing PPE inc facemasks and gloves • Doors should be open where possible to save handing and touching of surfaces. Automatic doors or a doorman opening the door is recommended • People advised not to touch object and surfaces within the test site, Persons may need to be told or signage put up • One way system clearly marked for persons entering and exiting 	3	3	9	Yes Manager to oversee and direct
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Test and Trace

3	Cross contamination of samples	Transmission of the virus leading to ill health or potential death Data becoming inaccurate/obsolete	<ul style="list-style-type: none"> • Samples to kept in well labelled and separate storage • Persons taking the samples must follow all guidelines and change PPE regularly • Ordered manner to the testing • Storage facilities adequate for the use • People testing not to play with phones and keys/personal belongings 	1	4	4	No
4	Slips and Trips	Cross contamination Personal injury Sprains and strains	<ul style="list-style-type: none"> • Entrances and exits kept clear • People entering the area will be told prior not to bring excess baggage and jackets • Well marked walkways • Tables and chairs to be kept clear unless they are being used • Area kept sanitary and free from ornaments and non purposed objects 	2	4	8	No
5	Personal Safety within test centre	Transmission of the virus leading to ill health or potential death Fatigue Inaccurate results	<ul style="list-style-type: none"> • Breaks offered • Shift pattern where applicable 	1	2	2	Ongoing monitoring

6	Understaffed test centre due to illness	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Enough staff trained so that cover can be provided in the event of illness or staff shortage In the event of staff shortage and reduced capacity to test, the rota and number entering the test centre will be reduced. People will need to be given new times and/or informed of new schedule 	1	2	2	No
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 	2	6	12	No



Test and Trace

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	Yes Double check containers and labels
9	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic),	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	<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. 	1	2	3	No

10	NaCl (Sodium Chloride)	aggravated by exposure.			<ul style="list-style-type: none"> Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	2	2	4	No	
	Occupational illness or injury				<ul style="list-style-type: none"> First aid kit on hand Support for staff Promptly by managers Staff to call in before attending if they feel unwell 					
11	Manual handling	Back and shoulder injury Falls resulting in sprain and strain/bruising			<ul style="list-style-type: none"> Staff have been trained on MH techniques Heavy items removed from the area Clearly marked areas, walkways and stations Hazards identified and pointed out to staff where applicable 	1	4	4	No	
12	Unauthorised access by members of the public	Transmission of the virus leading to ill health or potential death			<ul style="list-style-type: none"> Test centre will be away from school/public access Clearly signed and marked entrance and exits and the intended use of that area Staff ready to intercept visitors Visitors/public will need to have an appointment to enter the school site 	1	4	4	Ongoing monitoring	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Sprains and strains Bruising Breakage			<ul style="list-style-type: none"> Entrances and exits kept clear People entering the area will be told prior not to bring excess baggage and jackets Well marked walkways Tables and chairs to be kept clear unless they are being used Area kept sanitary and free from ornaments and non purposed objects 	2	4	8	Yes Hazards Marked	
14	Stairs to / from sample processing / registration area and welfare space	Injury to persons Bruising			<ul style="list-style-type: none"> Steps have been highlighted Kept clear from obstruction 	1	4	4	No	

15	Incident weather	Exposure Persons getting cold			<ul style="list-style-type: none"> Rota adjusted where applicable Persons not to queue outside 	2	3	6	Yes Ongoing Checks	
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16	Electrical safety / plant & equipment maintenance Defective electrical equipment	Electric shock Burns Death	<ul style="list-style-type: none"> All electronics have been tested Electronics are appropriate for use Defective electronics removed and destroyed First aider on site First aid kit accessible 	2	3	6	No
17	Use of shared equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> No shared equipment 	3	3	9	No
18	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	No
19	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	No
20	Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (sodium 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	2	2	No

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	Ongoing	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	Ongoing	
3	Bins to be emptied regularly. Bins to be allocated and separated from the others and clearly marked ready for collection	Covid Coordinator	Ongoing	
4	Staff doing the testing should undergo a CV19 check and temp check and answer questions relating to symptoms before they enter the testing centre	Covid Coordinator	Ongoing	

Additional Notes

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

Risk Evaluation

Likelihood of event occurring (Probability)	Consequence of event occurring				
	Negligible Minor	Moderate Major	Substantial Major	Intolerable Major	Critical
Almost Certain 5	15	20	25	30	35
Very Possible 4	12	15	20	25	30
Possible 3	6	8	12	15	20
Unlikely 2	3	4	6	8	12
Rare 1	2	3	4	6	8

Severity

Never happen/recur Unlikely, do not
but is possible Possible, Might
Moderate Major
Critical



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	Tom Thorpe	Chris Holl
Signature of Lead Assessor		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	Review date

