

Risk Assessment for Lateral Flow Testing for Sir Graham Balfour School

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	12/01/2021	Lead Assessor	Rebecca Kerr
Activity / Task			
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Sir Graham Balfour School		
Activities Involved	Testing staff and students (termed 'Subjects' throughout this document)	Location	DAC Centre
Who Might be affected	Staff Employee ✓	Student ✓	Cleaning Staff (including Pell Frischmann staff) ✓

Reviewed and updated 02/03/2021

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"> • Asymptomatic: All subjects to continue 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 coverings: Prominent signage reminding attending subjects and visitors of the requirement to wear face coverings at all times inside the school building to be displayed at the entrance to the building. • Face coverings/visors to be worn by subjects at all times whilst on the premises except for brief lowering/lifting at time of swabbing. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by duty staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 	1	4	4	
2	Contact between subjects and staff increasing the risk of transmission of COVID19 :	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by duty staff. • Compliance with wearing of face covering/visor of all subjects to be visually checked throughout the time spent at the test site by duty staff, starting with arrival at entrance to test site. • A one-way flow of subjects through the test site is to be initiated and maintained at all times. Compliance with this is to be ensured by duty staff. 	1	3	3	

	<u>Welcome & registration</u>		<ul style="list-style-type: none"> • Social distancing: Two metre social distancing to be maintained with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from duty staff. 				
3	Contact between subject and Processor increasing the transmission of COVID19: <u>Sample taking and analysis</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Duty staff have completed the required training. • Team Leader and Headteacher make sure that the system does not become overwhelmed. Duty team must not be pressured to do more tests than they are comfortable with, in order to minimise chances of mistakes. • Correct PPE to be worn at all times and changed according to the instructions in the training. No testing to take place without the correct PPE in place. • If duty staff have any concerns about their own safety they must suspend testing and report issue(s) immediately to the Team Leader (B Kerr) or Headteacher. • If subjects have any concerns about their own safety they must say so straight away to the Test Assistant or Processor. • Clear instructions on self-administration will be shown to all subjects and verbally repeated by the Test Assistant. • All subjects must follow the guidance given to them by the Test Assistant or Processor. If they do not, the testing process will be suspended immediately. 	1	4	4	
4	Contact between samples and Processor and Results Recorder increasing the transmission of COVID19: <u>Sample disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All instructions for test processing must be strictly adhered to. • Correct PPE must be worn at all times, according to the training received prior to the commencement of testing. • Site set-up minimises distance travelled between the Processor and the Results Recorder. • Waste and samples are managed in accordance with the guidance given in the training. • Cleaning carried out in accordance with the requirements given in the training. 	1	4	4	

	<u>and waste disposal</u>						
5	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	3	3	
6	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 3 hrs of registration • Subjects are called for a retest 	1	3	3	
7	Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (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	<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 waste disposal procedure and guidance given in training. 	1	3	3	

	phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	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"> • 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. 				
8	Defective electronic timers	Leads to inaccurate timing of test. Gives inaccurate test result.	<ul style="list-style-type: none"> • Additional timers available at all times. • Processor checks the timer is working at the beginning of test processing. • If timer ceases to work in the middle of the process and this is spotted early enough, another timer will be started. If not, the test should be abandoned and another one carried out 	1	3	3	

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all staff, parents and stakeholders via the website.	Covid Coordinator	15 th Jan 2021	15 th Jan 2021
2	Updated version of this risk assessment to communicated with all staff and other stakeholders via the website.	Covid Coordinator	5 th March 2021	

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

Signature of Lead Assessor

Date

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

