

## Risk Assessment for Lateral Flow Testing Knole Academy

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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	04/01/21	Lead Assessor	David Collins	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 Knole Academy						
<b>Activities Involved</b>	Traversing the site on foot Testing academy staff and students					<b>Location</b>	
<b>Who Might be affected</b>	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

<b>Hazard Identification and evaluation</b>
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No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk valuation (lost 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 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.</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 measured floor markings in place to ensure compliance in addition to 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-chairs only on request;</li> </ul>	1	4	4	
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <a href="#">Welcome &amp; registration</a>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <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>Students in the registration area to be kept to manageable numbers with social distancing in place.</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>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> </ul>	1	4	4	

			<ul style="list-style-type: none"> <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>• Pupils/staff are tested from the same bubble</li> <li>• Face coverings to be worn at all times by those being tested except when lowered for swabbing purposes</li> <li>• Spare IIR face masks are available for participants if needed</li> <li>• Tables and chairs are easily cleaned</li> <li>• All touch points are disinfected with anti-viral single use wipes between tests</li> <li>• No equipment is shared</li> <li>• Floor markings identify 2m social distance requirements in queue and testing areas</li> <li>• Pupils return to class immediately after testing and do not wait in vicinity for results</li> <li>• Staff supporting top up of supplies within test premises do so when no testing activity is taking place</li> </ul>				
3	Contact between subject and sampler increasing the transmission of COVID19: <a href="#">Sample taking</a>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Students will be self-administering the tests</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>• All stations will be cleaned between users.</li> <li>• All medical waste will be disposed of appropriately</li> <li>• 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 &amp; sampling staff.</li> <li>• Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. <ul style="list-style-type: none"> <li>• - Only sealed swabs are given out</li> <li>• - Any damaged swab/test packaging is not used, is treated as clinical waste and this non-use recorded</li> <li>• - Pupil to sanitise hands, use a tissue, and sanitise hands again before opening swab packet</li> <li>• - Verbal explanations are provided of how to use the swab in throat and nose</li> <li>• - Laminated posters explaining swabbing process are displayed</li> <li>• - Test subject advised to avoid touching swab on any surface within mouth other than tonsils</li> <li>• - Freestanding mirror's provided in testing area</li> <li>• - Disposable vomit bowls are provided for those with gag reflex and spillage guidelines followed</li> <li>• - Test area/booths are thoroughly cleaned and disinfected before next use e.g: table, chair, mirror and laminated posters are wiped between</li> </ul> </li> </ul>	1	4	4	

			each test with disposable cloths and disinfectant effective against enveloped viruses				
4	Contact between sample and test centre runner increasing the transmission of COVID19: <a href="#">Sample transport</a>	Transmission of the virus leading to ill health or potential death	<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>• All test staff to have full PPE</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-chairs only on request;</li> <li>• Testing staff are: <ul style="list-style-type: none"> <li>• - appropriately trained, DBS checked and/or supervised for the role. Training includes test preparation and test results, clinical swabbing, safe donning and doffing of PPE etc.</li> <li>• - Testing staff understand their duties and have appropriate time allocated for their role e.g.: Team Leader, queue co-ordination, registration; test assistant, test processor and recording results</li> <li>• - Team leader ensures quality of testing and adherence to Standard Operating Procedures (SOP)</li> <li>• - Respiratory hygiene, hand washing, safe donning and doffing of PPE and social distancing guidance are regularly reinforced by Team Leader and monitored.</li> </ul> </li> </ul>	1	4	4	
5	Contact between samples and sample testers increasing the transmission of COVID19: <a href="#">Sample processing &amp; analysis.</a>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Sample processing separated from sample taking</li> <li>• All test staff to have full PPE</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. Students will not enter processing area.</li> <li>• All medical waste will be disposed of appropriately</li> <li>• 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 &amp; sampling staff.</li> <li>• Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> </ul>	1	4	4	

6	Contact between samples and sample testers 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>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• Testing area will be deep cleaned at night.</li> <li>• Cleaners advised on use of area and will be provided PPE</li> </ul>	1	4	4	
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</li> <li>• Barcodes are checked for congruence at the analysis station 1 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 2 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 phosphate), NaH <sub>2</sub> PO <sub>4</sub> (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"> <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	Manual handling		Manual handling to be undertaken by trained personnel.	1	3	3	

11	Unauthorised access by members of the public		Area is dedicated to testing, clearly signposted and closed to the public.	1	3	3	
12	Uneven surfaces (floor protection in the Testing and Welfare areas)		<p>Room chosen is:</p> <ul style="list-style-type: none"> <li>- large enough to set up one-way queuing system, registration area, multiple test stations, areas for processing and recording results</li> <li>- Allows for social distancing measures between all areas</li> <li>- has door(s) to outside (where possible) to facilitate one-way systems with external entry and exit</li> <li>- can be kept separate from all other activities</li> <li>- has internet access/mobile signal</li> <li>- is well lit</li> <li>- is clean, and easy to clean with non-porous flooring</li> <li>- can be ventilated</li> <li>- is secure</li> </ul>	1	2	2	
13	Inclement weather		Barrier mats will dry feet before entry to test area.	1	2	2	
14	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> <li>• Barcodes are checked for congruence at the analysis station 1 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>• Rule based recall of subjects who have not received a result within 2 hrs of registration</li> <li>• Subjects are called for a retest</li> </ul>	1	2	2	

16	<p>Extraction solution which comes with the lab test kit contains the following components: <math>\text{Na}_2\text{HPO}_4</math> (disodium hydrogen phosphate), <math>\text{NaH}_2\text{PO}_4</math> (sodium phosphate monobasic), <math>\text{NaCl}</math> (Sodium Chloride)</p>	<p>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.</p>	<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> </ul>	1	2	2	
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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	4/11/21	4/11/21

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

situation

**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

**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      David Collins



Signature of Lead Assessor	David Collins	Date 04/12/21
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<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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