HAGLEY CATHOLIC HIGH SCHOOL

Lateral Flow Testing 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	08/01/2021	Lead Assessor	James Hodgson/ Tracey Brown	Contract		Assessment Number	1
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Hagley Catholic High School						
Activities Involved	Lateral Flow Testing of staff and students with consent					**Location**	School Gym
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?
				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	• **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. • **Cleaning:** Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.	1	4	4	

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
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			• Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits • Max of 32 test subjects in test centre at any one time				
2	Contact between subjects and any testing centre staff increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	• All persons involved have successfully completed the training available: • Testing process overview video displayed in gym • Roles and responsibilities online information sheet • Online training relevant to the specific role being carried out • Group onsite run through of all procedures to include swabbing and processing procedure • All new or temporary staff and volunteers must have a school induction including on current Covid-19 procedures, safeguarding and general health and safety. • In general, all staff involved in testing must remember the best way of protecting themselves is always to practice good infection prevention and control, keep physical distance, wash hands, and wear appropriate PPE: see p22-24 'How to Guide'. • At all times schools should ensure that the testing programme is managed in line with the system of controls currently in place. • Clear role descriptions in place for all of the Testing Team • System for recording near misses in place • Routine competency and quality checklists completed • All new or temporary staff and volunteers must have a school induction including on current Covid-19 procedures, safeguarding and general health and safety.	1	4	4	

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	
			• Refer to guidance in the latest version of the COVID-19 National Testing Programme: Schools & Colleges Handbook and supporting training materials • In general, all staff involved in testing must remember the best way of protecting themselves is always to practice good infection prevention and control, keep physical distance, wash hands, and wear appropriate PPE. • At all times schools should ensure that the testing programme is managed in line with the system of controls currently in place. • Clear role descriptions in place for all of the testing team				
3	Contact between subject and sampler increasing the transmission of COVID19: <u>Registration/ meet & greet</u>	Transmission of the virus leading to ill health or potential death	• Mask worn at all times • Sanitiser on registration desk • 2 metre distancing from subjects and registration desk • Symptom check question completed for all subjects • Staff to pre-register vis NHS QR code reader • Students to be pre-registered day before	1	4	4	
4	Contact between subject and sampler increasing the transmission of COVID19: <u>Processor</u>	Transmission of the virus leading to ill health or potential death	• Transfer of sample to Processor follows guidance on hygiene • Good practice consistently in place - keep physical distance, sanitise hands, and wear appropriate PPE to include visors, disposable gloves, disposable plastic aprons, and surgical fluid resistant face masks. • Always maintain 1 metre distance from subject • Follow all relevant guidance for donning and doffing PPE	1	4	4	

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	
5	Contact between sample and results monitor increasing the transmission of COVID19: Results monitor	Transmission of the virus leading to ill health or potential death	• Good practice consistently in place - keep physical distance, sanitise hands, and wear appropriate PPE to include visors, disposable gloves, disposable plastic aprons, and surgical fluid resistant face masks. • Always maintain 1 metre distance from processor • Follow all relevant guidance for donning and doffing PPE • No contact with testing tray, only registration card • Maintain a sanitised workstation • Ensure testing tray and equipment is cleaned prior to return to processor	1	4	4	
6	Contact between sample and test recorder increasing the transmission of COVID19: Test recorder	Transmission of the virus leading to ill health or potential death	• Systems for recording near misses in place • Face mask and gloves worn at all times • Sanitiser on desk • No direct contact with any subject • No direct contact with any member of testing team • No direct contact with testing trays • Registration/result cards stored in separate trays that are not touched	1	4	4	
7	Contact between samples and sample testers increasing the transmission of COVID19: Sample	Transmission of the virus leading to ill health or potential death	• All waste disposal will follow latest guidance: p17 ‘How to Guide’	1	4	4	

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No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	
	disposal and waste disposal						
8	Incorrect result communicatio n	Wrong samples or miscoding of results	• All consent forms checked against registration data prior to test • 3 identical barcodes are provided to subject at registration • The staff subject registers their details to a unique ID barcode before conducting the test • The student subject has their details registered to a unique ID barcode before conducting the test • Barcodes are attached by trained staff prior to registration • Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station	1	3	6	
9	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	• Rule based recall of subjects who have not received a result within 1 hr of test • Subjects informed to rebook a test if no result received within 1hr of test • Subjects are called for a retest	1	2	2	
10	Extraction solution which comes with the lab test kit contains the following components: NA_2HPO_4 (disodium hydrogen 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	• **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 guidance on waste disposal procedures (COSHH) • Do not use if the solution has expired	1	3	3	

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	NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	• 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.				
11	Occupational illness or injury	Testing centre cannot run, and asymptomatic cases not identified	• Ensure Testing Team understand one another's roles so there is not over-reliance on individuals • As much as possible build capacity in the team by training more people than needed	2	1	2	
12	Unauthorised access by members of the public	Safeguarding and H&S concerns	• Clear signage with no entry signs and explanation of use of area • Clear communications with parents / carers regarding lack of entry to non-authorised personnel	1	2	2	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Transmission of the virus leading to ill health or potential death	• Test site flooring must be non-porous • Test site must be well lit and have good airflow • Registration desk at the first point where test subject would enter the Test site • One-way direction of travel for test subjects. If not possible, enough room should be provided for test subjects to exit room whilst maintaining social distance • Test subject chairs in the swabbing bay should be minimum of 2m apart • Each swabbing desk must have a processing desk close by no more than 1m away. Recording desk to be located close by.	1	4	4	

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			• Test subjects must not enter area processing area. This should be demarcated. • Clear division between swabbing and processing area. • Ensure that regular cleaning and disinfection of testing area is carried out including high touch / contact periods in line with the school's current procedures. • Ensure there are suitable arrangements in place to dispose of used test kits etc – see p17 of 'How to Guide'				
14	Inclement weather	Transmission of the virus leading to ill health or potential death	• Covered waiting areas to be used as much as possible • Guidance to still be followed re social distancing, cleaning, hygiene • Participants told to wear suitable clothing – uniform policy to be adjusted as required • Umbrellas provided if possible	1	4	4	
15	Use of shared equipment	Transmission of the virus leading to ill health or potential death	• Equipment should not be shared if possible and if it is must be wiped down in line with the existing Coronavirus risk assessment / procedures, particularly keyboards/mice of recording laptop	1	4	4	

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	Team Leader	12/01/21	
2	Record of all testing team training kept centrally	Team Leader	12/01/21	

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	J Hodgson (Principal) T Brown (SBM)		
Signature of Lead Assessor		Date	11.01.2021

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	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.		

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date
C Saich		T Brown	11.01.2021	J Greenfield		T Brown	11.01.2021
L Thomas		T Brown	11.01.2021	T Brown		T Brown	11.01.2021
S Taylor		T Brown	11.01.2021	S Davies		T Brown	11.01.2021
D Anderson		T Brown	11.01.2021	G Barratt		T Brown	11.01.2021
M Bermingham		T Brown	11.01.2021	K Morris		T Brown	11.01.2021
R Olley		T Brown	11.01.2021	R Miastowski		T Brown	11.01.2021
P Sherwood		T Brown	11.01.2021				