

# Wadebridge School

## Risk Assessment for Lateral Flow COVID19 Test

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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	07/01/21	Lead Assessor	C Wilson	Contract		Assessment Number	
Review Date	23/02/21						
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Wadebridge School and Home testing by students and staff						
<b>Activities Involved</b>	Traversing the site on foot Testing school staff and students Recording results				<b>Location</b>		Well-being room (former staff room)
<b>Who Might be affected</b>	Employee ✓	Students ✓	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	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; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</li> </ul>	1	4	4	

2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome &amp; registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of need to wear face masks to be displayed at the entrance to the testing centre.</li> <li>• <b>Social Distancing:</b> Prominent signage reminding attending subjects of the need to social distance to be displayed at the entrance to the testing centre.</li> <li>• Meet and greet staff and registration staff have completed the relevant training.</li> <li>• Subjects are asked if they have any symptoms and if so directed to other options maintaining social distancing at all times. In the case of students directed to the hall with a member of the welcome and registration team and arrangements to contact home are made.</li> <li>• Welcome and registration staff maintain a safe capacity of the test site.</li> <li>• Registration staff ensure subjects sanitise their hands before the testing site registration iPads are used by subjects. In the case of students, registration staff complete the online form.</li> <li>• Registration staff ensure parent / carer consent for testing is valid.</li> <li>• Welcome and registration staff maintain light conversation with students and staff to help relax and reassure and to dispel anxiety.</li> <li>• Registration staff direct students or staff through to the test area when there is a vacant booth that is ready.</li> <li>• Once testing complete students return to classroom maintaining all COVID safe practises pending results.</li> <li>• In the event of a positive result the head of the testing centre is notified by testing staff and the head of test centre make arrangements to isolate positive case plus close contacts before contacting home.</li> <li>• Positive cases and close contacts to follow the relevant government guidance.</li> </ul>	1	4	4	
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3	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	<p>Sample taking staff have completed the relevant training.</p> <p>Sample taking staff are provided with relevant PPE in accordance with the NHS guidance.</p> <p>Sample taking staff guide students and reassure on how to take the swab.</p> <p>After each test all areas and equipment requiring sanitisation is sanitised in accordance with guidance and gloves are changed.</p> <p>All necessary equipment and testing items ready before subject enters booth.</p> <p>Subject wears face mask into test booth and when leaving test booth and only removes to blow nose and take swab.</p> <p>Ensure sick bowl available in each booth in event of gag reflex induces vomiting.</p> <p>Welcome and registration staff maintain a safe capacity of the test site.</p> <p>Once sample taken testing undertaken in accordance with guidance.</p> <p>At end of shift sample taking staff remove PPE and dispose in clinical waste bins.</p>	1	4	4	
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4	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	Once sample taken it is placed in its own sanitised tray with relevant paperwork and placed in a separate area in the testing booth so there is no passing to a test centre runner and minimum transportation. A sanitised 30 minute countdown timer is started in the same tray as the sample.	1	4	4	
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Transmission of the virus leading to ill health or potential death	Sample taking staff have completed the relevant training for sample testing. Staff are provided with relevant PPE in accordance with the NHS guidance. Each sample and testing undertaken within its own tray to minimise any cross contamination. Test result is recorded by sample testing staff on the subjects personal test card before being passed to test centre recording staff.	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	Once the test result has been handed to the test recorders the sample taking staff dispose of all used testing equipment and samples from each of the four trays into clinical waste bin which is in each test booth. All materials used in the testing, timers, trays, surfaces are sanitised and materials used to sanitise down are disposed of in dame clinical waste bin. At the end of the testing day when the last result is completed all yellow sacks in clinical waste bins from each of the booths are removed, sealed and taken to locked clinical waste external storage bin to await weekly collection. Replacement yellow sacks are placed in each bin ready for use at the start of the next testing day. Member of staff removing clinical waste wears appropriate PPE. Non-porous floor of the testing centre is washed clean at the end of each testing day with approved germicide. This is done by the schools contracted cleaning company.	1	4	4	
7	Incorrect result communication	Wrong samples or miscoding of results	2 identical barcodes are provided to subject at check in. The subject registers their details to a unique ID barcode before conducting the test which is done under the supervision of test centre support staff who have received the relevant training. Barcodes are attached by trained staff at the sample collection booth. Barcodes are checked for congruence at the collection booth and applied to Lateral Flow Device which is then placed in relevant tray with the subjects testing card. Once test result is recorded on the subject test card the card is passed to test centre support staff to record the results on the relevant database.	1	4	4	

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8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	Fully trained test centre support staff on hand to ensure all details are recorded correctly. In event of bar code not working a replacement will be used to ensure correct recording. LFD remains in tray in booth area with trained staff until test result which is then shared with test centre support staff for recording.	1	2	2	
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.	<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 protection to be worn to protect the body from splashes or spillages.  <b>Environmental:</b> do not let product enter drains.  <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with disposal procedures. Do not use if the solution has expired.  Training to be provided in handling potentially biohazardous samples, chemical 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.	2	2	4	

10	Home Testing by staff and students	Risk of test not being undertaken correctly, results not being recorded correctly and a positive result going undetected.	<p>Staff will have received numerous on-site tests and be familiar with the process, additional training and easy to follow guides will be made available so that staff can confidently process the test and record the results at home.</p> <p>Any staff that remain nervous about undertaking home testing will be able to attend the on-site test centre.</p> <p>Most students will have been tested at least 3 times at the school on-site test centre and will be familiar with the swabbing process. Easy to follow guidance will be available to facilitate the processing of the test for students at home.</p> <p>Easy to follow guidance will also be available on how to record the results with clear instructions of what to do in the event of a positive result which will include calling the school for information and instructions.</p> <p>Any students that remain nervous or uncertain about undertaking home testing will be able to attend the on-site test centre.</p>	2	2	4	
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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		
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**

		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	
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	
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