



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	08/02/21	Lead Assessor	P J WARD	Contract	-	Assessment Number	001
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at: Stockport Grammar School						
<b>Activities Involved</b>	Traversing the site on foot Testing staff and students					<b>Location</b>	Hallam Hall
<b>Who Might be affected</b>	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

<b>Hazard Identification and evaluation</b>							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				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	<b>Measures:</b> <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</li> </ul>	1	4	4	



			<p>from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</p> <ul style="list-style-type: none"> <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 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 test kits for first 200 subjects</li> </ul>				
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>• <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 staff.</li> <li>• Staff arrive at pre booked times. Staff and pupils tested at separate sessions</li> <li>• A one-way flow of subjects through the building is to be initiated and maintained at all times.</li> </ul>	1	4	4	
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>• Appropriate PPE to be worn at all times</li> <li>• Socially distanced assistance with swabbing if required by qualified staff</li> <li>• All subjects to perform their own swabbing under supervision to reduce risk of contamination.</li> <li>• Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> </ul>	1	4	4	



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	<ul style="list-style-type: none"> <li>• Correct PPE to be worn at all times</li> <li>• No 'runners' used at this centre to reduce rates of contamination</li> </ul>	1	2	2	
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	<ul style="list-style-type: none"> <li>• Correct PPE to be worn at all times</li> <li>• 1 fully equipped station for each processor removing the need to share equipment</li> <li>• 2 metre distance and screen in place at each processing desk</li> <li>• 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>• Correct PPE to be worn at all times.</li> <li>• Immediate disposal of all clinical waste at the processing stations</li> <li>• Safe and appropriate disposal of all clinical waste at the end of each session</li> <li>• Processing station is cleaned down every 10 minutes. During the testing sessions</li> <li>• Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</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	2	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 4 hrs of registration</li> <li>• Subjects are called for a retest</li> <li>• Subjects hold their own registration card until result are recorded</li> </ul>	1	2	4	
9	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	<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	4	4	



	NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)	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>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>				
10	Occupational illness or injury	Minor trauma to swab sites	<ul style="list-style-type: none"> <li>Written and verbal instructions at each bay to assist with swabbing.</li> <li>Assistance available with swabbing by qualified staff if required.</li> <li>First aid assistance available if required</li> </ul>	1	4	4	
11	Manual handling	N/A					
12	Unauthorised access by members of the public	N/A					
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Welfare space	<ul style="list-style-type: none"> <li>Socially distance spaced area available in the test centre if required.</li> <li>Floor surface is mopable and even</li> </ul>	1	2	2	
14	Stairs to / from sample processing / registration area and welfare space	NA					
15	Inclement weather	Ambient temperature control	<ul style="list-style-type: none"> <li>Temperature checked throughout the day to ensure appropriate temperature is maintained</li> </ul>	1	4	4	
16	Electrical safety / plant & equipment maintenance  Defective electrical equipment	N/A					



17	Use of shared equipment	IT desks, processing desks and recording desks	<ul style="list-style-type: none"> <li>All operatives have their own station and do not share equipment</li> <li>All operatives are responsible for cleaning down their areas regularly throughout the session</li> </ul>	1	4	4	
18	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	
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"> <li>Rule based recall of subjects who have not received a result within x hrs of registration</li> <li>Subjects are called for a retest</li> <li>Subjects hold their own registration card until results are recorded</li> </ul>	1	2	4	
20	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), 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	



<b>Control Improvements</b>				
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	01/03/21	
2	Competency assessments to be completed for each role with all works in the testing centre.	Covid Coordinator	01/03/21	

<b>Additional Notes</b>



**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



<b>Declaration</b> - 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

<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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<b>Declaration by employees involved in the activity detailed above</b> – 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.
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