

## HHHS Testing Provision Risk Assessment

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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	13/1/21 <b>Updated</b> 2/3/21	Lead Assessor	M Klinck / J Fiddler	Contract	N/A	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 Hawkley Hall High School						
<b>Activities Involved</b>	Traversing the site on foot Testing <b>school</b> staff and students					<b>Location</b>	
<b>Who Might be affected</b>	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	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>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.</li> <li>Face masks: 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>Hand hygiene: All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</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>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>Cleaning: 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 :	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Clear signage at the entrance point and inside the testing centre to ensure social distancing is observed at all times.</li> <li>2m distancing observed at all times by students and staff.</li> <li>Students to wear a face mask in the registration area.</li> </ul>	1	4	4	

	<u>Welcome &amp; registration</u>		<ul style="list-style-type: none"> <li>Registration assistant to wear appropriate PPE (mask and visor). Hand sanitiser and wipes available at desk.</li> <li>Good ventilation in area.</li> <li>Support staff ensure any students queuing are socially distanced.</li> <li>Only one subject and registration assistant in the registration area.</li> <li>Ipads used for registration procedures. Wiped down before and after use by individuals.</li> <li>Face masks to be worn inside the swabbing area by subjects apart from when completing the process, they should be replaced after completing the swab.</li> <li>The registration is completed by adult staff to ensure accuracy.</li> </ul>				
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	<ul style="list-style-type: none"> <li>Appropriate distancing of desks in the sample taking area.</li> <li>Walkways separated to ensure social distancing</li> <li>Test Assistants and Processors assigned to areas to support distancing and prevent transmission.</li> <li>Students asked to leave area before swab is moved.</li> <li>Test Assistants, Cleaners and Processors wear appropriate PPE at all times and change in line with government guidance.</li> <li>Appropriate cleaning materials are available in the sample area including hand sanitiser, flip top bin, anti-bacterial wipes.</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>Testing Assistant will be wearing full PPE and should ensure that they remove and change gloves to ensure that they do not transmit any virus between managing the sample.</li> <li>Testing assistants must not touch the swab in moving the swab to the station.</li> <li>All swabbing tables should be wiped down with anti-bacterial wipes by the subject and regularly by the cleaning assistant.</li> </ul>	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	<ul style="list-style-type: none"> <li>Processor must wear full PPE at all times during the process of recording.</li> <li>Testing assistants must not touch the swab end and must always wear full PPE throughout.</li> <li>Swabs will be transported in trays so as to avoid direct touching</li> <li>Processors will wear full PPE and use equipment carefully</li> <li>Processors should handle no more than 1 sample at their station at any one time.</li> <li>LFP tests should be processed on an additional desk, with individual timers to ensure reading at appropriate times.</li> <li>Results types will be displayed.</li> <li>All areas must be wiped down regularly.</li> <li>LFP results must be transported to the results recorder in sterile trays.</li> </ul>	1	4	4	

			<ul style="list-style-type: none"> <li>Results recorder must wear disposable gloves and regularly dispose of these in accordance with guidance.</li> </ul>				
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>All testing stations, processing desks and results area will be provided with the appropriate bins and waste types identified by the refuse bag colour and type.</li> <li>Waste disposal is recorded centrally to ensure compliance with regulations</li> <li>Waste disposal is monitored as part of the QA procedures.</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>Result 'types' displayed in the monitoring area.</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>	2	4	8	
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>Run through and role rotations to ensure colleagues are clear on protocol</li> <li>Subjects are called for a retest as soon as possible.</li> <li>Regular review of procedure through QA procedures and regular review of practice.</li> <li>Regular checks of written records and double-checking of barcodes by results recorders.</li> </ul>	2	4	8	
9	Extraction solution which comes with the lab test kit contains the following components: $\text{NA}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), $\text{NaCl}$ (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	Occupational illness or injury	Staff could injure themselves carrying out their duties.	<ul style="list-style-type: none"> <li>Staff should complete training and 'run through' as well as view all supplementary materials</li> </ul>	1	1	4	

			<ul style="list-style-type: none"> <li>• Staff should ensure that they follow PPE guidance at all times.</li> <li>• Staff should ensure they report any issues or areas of concern to the Team Leader ASAP.</li> <li>• Team leader should QA the site before commencing testing.</li> <li>• Any accidents should be recorded and escalated as necessary.</li> <li>• Daily debrief and run through of operational procedures</li> </ul>				
11	Manual handling	Manual handling of equipment including furniture and testing equipment could cause injury	<ul style="list-style-type: none"> <li>• Staff use appropriate manual handling guidance when moving equipment and</li> <li>• Only appropriate individuals handle and move equipment around the site and testing area.</li> </ul>	1	1	4	
12	Unauthorised access by members of the public	Unauthorised people could attempt to enter the test area without permission or appropriate protector	<ul style="list-style-type: none"> <li>• The school has robust safeguarding measures in place to stop members of the public attending school</li> <li>• No unauthorised individuals can access the testing areas.</li> <li>• Clear general signage and authorised persons in each area signage are explicit around the entrance, exit and inside the centre.</li> <li>• QA of the testing procedures including authorised movement around the centre will occur on a regular basis.</li> </ul>	1	1	4	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	The floor, if not appropriate and monitored properly could cause injury.	<ul style="list-style-type: none"> <li>• The flooring in the testing area is non-porous as required.</li> <li>• The surface will be cleaned as required</li> <li>• Any cables required for devices will be covered.</li> </ul>	1	1	4	
14	Stairs to / from sample processing / registration area and welfare space	Stairs could cause an issue for students and staff entering the testing site.	<ul style="list-style-type: none"> <li>• No stairs are present in the testing area as it is all on the ground floor.</li> </ul>	1	1	4	
15	Inclement weather	The effectiveness of site operation could be impacted by inclement weather.	<ul style="list-style-type: none"> <li>• Contingency in place to use appropriate indoor spaces for students to wait socially distanced, inside, prior to going to the test centre. Staff should not be affected as they attend when they are free to do so and during key break times.</li> <li>• Ensure that the room temperature remains appropriate to support the testing process and does not fall below the required temperature.</li> </ul>	1	1	4	
16	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Ineffective electricity equipment may cause issues in	<ul style="list-style-type: none"> <li>• Thorough examination &amp; testing of equipment in line with normal testing by site staff.</li> <li>• The statutory obligations to TE&amp;T remain in place.</li> <li>• All reasonable efforts made to arrange for TE&amp;T to be carried out within the statutory time limits.</li> </ul>	1	1	4	

17	Use of shared equipment	The use of equipment that is shared could lead to transmission or cross-contamination	<ul style="list-style-type: none"> <li>Cleaners tasked with cleaning down all areas at the conclusion of each testing session and any spillages or other substances spilt.</li> <li>All colleagues responsible for cleaning down their specific work area as frequently as required by guidance. N VC</li> <li>All staff have appropriate equipment in their work station. 3H;</li> </ul>	1	1	4	
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<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 Co-ordinator	13/1/21	13/1/21	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Co-ordinator	13/1/21	13/1/21	
3	Training of External Staff to occur before commencing testing of students, commencing March 8th. All staff must provide proof that they have completed the NHS training through the portal and attend an orientation day on Friday 4th of March to review provision	Covid Co-ordinator	By 4/3/21		
4	All HHHS staff involved in supervising the process of testing within the Sports Hall have experience of delivering testing to staff and students Jan-March 2021	Covid Co-ordinator	By 4/3/21		

<b>Additional Notes</b>
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Sterile tray

6m extraction tube

Record voids asap.

Isolate and confirmatory