

# Risk Assessment for LFT testing at Saracens High School

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	06/01/2021	Lead Assessor	Claire Edwards/ Matthew Stevens/ Kate Alcock	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 Saracens High School						
<b>Activities Involved</b>	Traversing the site on foot Testing staff and students Maintaining records					<b>Location</b>	Nursery building
<b>Who Might be affected</b>	Employee ✓	Student ✓	Contractor	Visitor	Service User		

## Hazard Identification and evaluation

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 at all points in the process	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 registration staff.</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival, after swabbing and adherence to this enforced by 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 by subjects except barcodes (if used) and registration cards.</li> </ul>	1	4	4	

2	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• Clear flow of the process for the processor.</li> <li>• Permanent marker used on LFT to clearly identify each test with the member of staff or student</li> <li>• Recorder receives one test at a time and transfers identity of staff or student to register</li> <li>• Limit the numbers of people being tested to ensure that the opportunity for errors in minimised</li> <li>• Member of staff and or student can be retested</li> </ul>	2	3	6	
3	Damaged or lost LFD	Incomplete record or information not reported to member of staff or student	<ul style="list-style-type: none"> <li>• Member of staff and or student can be retested</li> </ul>	2	3	6	
4	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 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	2	2	
5	Occupational illness or injury		<ul style="list-style-type: none"> <li>• Staff trained in testing process as per DfE guidance and NHS training materials</li> </ul>				
6	Manual handling	Damage to back from lifting	<ul style="list-style-type: none"> <li>• All employees have completed Manual Handling training. Trolleys available.</li> </ul>	2	1	2	

7	Unauthorised access by members of the public	Harm to students and/or staff Possible transmission of virus	<ul style="list-style-type: none"> <li>• Testing site is locked when not in use</li> <li>• Registration desk near entrance - registration assistant challenges anyone not supposed to be in the area</li> <li>• Staff managing queue would also challenge</li> </ul>	1	4	4	
8	Uneven surfaces (floor protection in the Testing and Welfare areas)	Slips, trips and resulting injuries	<ul style="list-style-type: none"> <li>• Floor checked before site was set up, no issues with the floor</li> </ul>	1	4	4	
9	Stairs to / from sample processing / registration area and welfare space		N/A (ground floor only).				

10	Inclement weather	Difficulty accessing the testing site	<ul style="list-style-type: none"> <li>• Testing located in permanent structure (nursery building)</li> <li>• Students and staff can wait in covered area if necessary and be called by testing staff into the building at an appropriate time</li> </ul>	2	1	2	
11	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Electrical burns Explosion causing injury to staff and /or students	<ul style="list-style-type: none"> <li>• Fixed wire testing and emergency lighting testing completed November 2020</li> <li>• Relatively new desktops only are used in registration and recording processes - all equipment is PAT tested</li> <li>• Boiler service completed September 2020</li> </ul>	1	4	4	
12	Use of shared equipment	Transmission of virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• All equipment wiped down after use including desktop computers</li> <li>• Desktops sanitised after use</li> </ul>	1	4	4	
13	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• Our preferred system is to use subject initials. If this is not acceptable, barcodes will be used and 2 identical barcodes provided to subject at check in</li> <li>• The registration assistant registers the subjects initials and writes these on the registration card. (If using a barcode system, the subject registers their details to a unique ID barcode before conducting the test)</li> <li>• The processor transfers the subject's initials to the Lateral Flow Device. (or barcodes are attached by trained staff at the processing desk to Lateral Flow</li> </ul>	1	4	4	

			Device)				
14	Incorrect initials/duplicate initials/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 1 hr of registration if in school. If after school hours, the following working day.</li> <li>• Subjects are called for a retest</li> <li>• Subjects all known to testing team</li> </ul>	1	3	3	Use of initials less likely to cause error
15	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 (2022)</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	2	2	

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		6/1/21
2	Regular briefings to remind staff of safety procedures	Covid Coordinator		4/1/21 and ongoing


<b>Additional Notes</b>



**Risk Evaluation**

		Consequence of event occurring (Severity)					
		Negligible	Minor	Moderate	Major	Critical	
Likelihood of event occurring (Probability)	Almost Certain	Tolerable Likelihood 1	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25	
	Likely	Tolerable 4 <small>Rare will probably never happen/recur</small>	Substantial 8 <small>Unlikely, do not expect it to happen, but is possible</small>	Intolerable 12 <small>Possible, Might happen</small>	Intolerable 16 <small>Intolerable – stop activity, take immediate action to reduce the risk</small>	Intolerable 20 <small>Intolerable – stop activity, take immediate action to reduce the risk</small>	
	Possible	Trivial 3 <small>Likely will probably happen</small>	Tolerable 5 <small>Almost Certain, will undoubtedly happen</small>	Substantial 9 <small>Almost Certain, will undoubtedly happen</small>	Intolerable 12 <small>Substantial - Take action within an agreed period</small>	Intolerable 15 <small>Substantial - Take action within an agreed period</small>	
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8 <small>Trivial – No action required</small>	Substantial 10 <small>Substantial - Take action within an agreed period</small>	
	Rare	Trivial Severity 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5	

<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	C Edwards
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





