

LCHS 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	13/01/2021	Lead Assessor		Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Lincoln Christ's Hospital School						
Activities Involved	Traversing the site on foot Testing school staff and students					Location	School sports hall and 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	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"> • 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. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects 	1	4	4	no
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome & registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Seating area is established at a 2 metre distance • Queues are limited to remain in capacity for the site and all queuing for registration is outside to minimise possible contamination • All staff have undergone testing training and remain 2 metres away from subjects. A desk helps to facilitate this • Staff supervise the walkway through and bays are cordoned off. 	1	3	3	no

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"> Perspex barrier between subject and tester Anti-bacterial wipes to clear area Full PPE for tester Bays are cordoned off Subjects are directed by staff when walking around the site Apart from the transference of the sample, tester maintains 2 metres distance Hand sanitiser used by subject Area cleared by the tester once subject has left the booth to ensure that it is thoroughly clean for the next subject, mitigating against the potential lack of thoroughness by a student 	1	4	4	no
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"> 'Rat run' behind the testing areas accessed by 2 centre runners Samples remain in the paper bowl, used to contain them throughout 'Runner' does not touch the contents of the paper bowl 'Rat run' is only used by the two 'runner' staff 	1	2	2	no
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Samples remain in the paper bowls Only the barcode is removed and is put back in the paper bowl after it has been read The area is wiped down after each sample; gloves are changed as per the guidance To ensure accurate reading at the correct time, testers put results on the sample Samples are placed across a yellow line on the table to indicate that the bowl has been analysed and the result recorded, thus reducing cross-contamination and false readings. 'Runners' then collect the samples All staff have completed all training 	1	2	2	no
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"> All staff have been trained in how to dispose of the sample in situ Staff follow the guidance from the training Only the barcode is removed from the paper bowl and returned to the bowl afterwards The bowl is then immediately removed from the table and disposed of in the bin The area is then cleaned, including everything that the processor has touched The wipe and the gloves are removed as per the training and placed in the bin A new pair of gloves are put on after each analysis and disposal 	1	3	3	no
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 2 identical barcodes are provided to subject at check in 	1	2	2	no

			<ul style="list-style-type: none"> The subject registers their details to a unique ID barcode before conducting the test Names of anyone without a phone are placed on the identification card with the barcode that is placed in the bowl and barcodes are cross-referenced For GDPR, the identification cards are destroyed after the student has been given their results Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station Students return one barcode at the point that they get their results results to cross-reference and guarantee results go to the correct person 				
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"> Names on the identification card will mitigate against barcode corruption for results at the centre Subjects remain at the centre until they receive their results Reading and cross-referencing the barcode further mitigates against problems with failed/corrupted barcodes Subjects will receive an immediate retest if required 	1	2	2	no
9	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"> PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Face shields supplied by the government 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 school's waste disposal procedures Do not use if the solution has expired Training has been provided in handling potentially biohazardous samples, chemicals and good practice. We 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. See: file:///U:/Anti-Slip-Edge-Sealer-MSDS%20(2).pdf 	1	3	3	no
10	Occupational illness or injury		Covered by H&S Policy				
11	Manual handling		Covered by H&S Policy				
12	Unauthorised access by members of the public	Visitors and unauthorised personnel at the site	<ul style="list-style-type: none"> We will follow the existing Covid-19 Crisis Action Plan 2020 version 4 for the school site to mitigate against this: T:\POLICIES 	1	2	2	no

13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Power leads for computing equipment	<ul style="list-style-type: none"> This is covered with protective matting to minimise tripping hazard Where possible, leads circumvent the walkway 	1	2	2	no
14	Stairs to / from sample processing / registration area and welfare space		N/A				
15	Inclement weather	Queuing outside causing issues with mud etc. being transferred onto site causing slipping hazard	<ul style="list-style-type: none"> Reduction of test frequency to reduce footfall and mitigate against risks Matting outside to remove necessity for walking on mud/grass area Shortest route outside used to minimise subjects' time outside Where and when practical, line students up on the cloisters before entering the testing centre to reduce their time standing in inclement weather 	1	2	2	
16	Electrical safety / plant & equipment maintenance Defective electrical equipment	Covered by school H&S Policy	Covered by school H&S Policy				
17	Use of shared equipment	Cross-contamination	<ul style="list-style-type: none"> All areas are cleaned down after use Where possible, equipment is disposable 	1	2	2	
18	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station Names on the identification card will mitigate against barcode corruption for results at the centre and one barcode is retained by the student for cross-referencing Subjects remain at the centre until they receive their results Reading and cross-referencing the barcode further mitigates against problems with failed/corrupted barcodes Subjects will receive an immediate retest if required 	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		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Health and Safety Officer		

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

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

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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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.

