



Risk Assessment for the administration of Lateral Flow Tests

Assessment Date	25/02/21	Lead Assessor	R Parker	Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at St Mary's School for Girls						
Activities Involved	Traversing the site on foot Testing staff and students					Location	91 Lexden Road, Colchester, CO3 3RB
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, all test subjects to be reminded to wear face coverings whilst on the school site. 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	



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"> • 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, all test subjects to be reminded to wear face coverings whilst on the school site. 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 always to be initiated and maintained. 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. <p>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</p>	1	4	4	
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"> • Screens in place between the person being tested and the operative • Sanitizing gel and wipes on each table • Operatives wear full PPE – apron, mask, face shield and gloves • Test subjects will be asked to wipe the mirror and test area with a sanitizing wipe. 	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	N/A				



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"> Operatives wear full PPE – apron, mask, face shield and gloves Screens in place between the person being tested and the operative Sanitizing gel and wipes on each table 	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"> Operatives wear full PPE – apron, mask, face shield and gloves Screens in place between the person being tested and the operative Sanitizing gel and wipes on each table Waste disposed of using tiger bags as per instructions (PPE) 	1	4	4	
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 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 	1	4	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"> Rule based recall of subjects who have not received a result within 2 hrs of registration Subjects are called for a retest 	1	4	4	
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)	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,	<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. 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. 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 lab's waste disposal procedures Do not use if the solution has expired 	1	4	4	



	monobasic), NaCl (Sodium Chloride)	carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> • 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. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 				
10	Occupational illness or injury		<ul style="list-style-type: none"> • Full PPE worn during testing • Deliveries received and moved by on-site maintenance team 	1	4	4	
11	Manual handling		<ul style="list-style-type: none"> • Deliveries received and moved by on-site maintenance team 	1	4	4	
12	Unauthorised access by members of the public		<ul style="list-style-type: none"> • Signage (No Entry) in place on the doors to the testing area. Entrance and exit clearly labelled. 	1	4	4	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> • None 				
14	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> • None 				
15	Inclement weather		<ul style="list-style-type: none"> • Testing site and waiting area is inside/under cover 	1	3	3	
16	Electrical safety / plant & equipment maintenance Defective electrical equipment		<ul style="list-style-type: none"> • Regular checks by on-site team as part of weekly Health and Safety tests. 	1	4	4	
17	Use of shared equipment		<ul style="list-style-type: none"> • Laptop sanitized after each use 	1	4	4	



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 (Team Leaders, COVID 19 Co-ordinators, Registration Assistants, Test Assistants, Processors, Results Recorders, Cleaners and Site Team as part of induction	Covid Coordinators	13/01/21	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Team Leaders	18/01/21	
3	Competency Assessment to be carried out regularly	Team Leaders	18/01/21	

Additional Notes



Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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A Jones (SLT)

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.

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date
Zoe Branfoot							
Diane Mercer							
Mary Polley							
Mark Mangwana							
Ray Parker							
Anwen Jones							
Hilary Vipond							
Elizabeth Wallace							
Kate Hardy							