

Herne Bay High School

Risk Assessment for Lateral Flow COVID Testing

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	09/01/2021	Lead Assessor	Tim Eastwood	Role	Estate Manager	Assessment Number	HBHS/C19/001
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities e.g. Lateral Flow Testing of staff and students on the asymptomatic testing site at Herne Bay High School. The Bay Sports Arena.						
Activities Involved	Access and egress to the site on foot or by vehicle to car park 4. Lateral Flow Testing of Staff, Students and Volunteer helpers.				Location	Herne Bay High School Bay Sports Arena	
Who Might be affected?	Employee ✓	Students ✓	Contractor ✓	Visitor ✓	Service User		

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Severity	Likelihood	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	<p>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, new persistent cough or a sudden loss of taste and smell) 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.</p> <ul style="list-style-type: none"> • Face masks: Prominent signage reminding attending subjects to wear a face mask at all times are displayed at the entrance to the building / testing centre. • 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 testing by letter home. • 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. • Limit clutter- chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits should they be required. 	4	1	4	

2	Contact between subjects and staff increasing the risk of transmission of COVID19: at Registration	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All centre staff to have successfully completed the NHS online training for their role as well as site specific training. • Social Distancing always maintained 2m. • Protection screens employed • PPE required by all persons as per role requirements • Face masks to be worn by visitors to the test centre unless exempt • Hand sanitiser available at the entrance / registration area • All Test centre staff to undergo 1 LFT per week when testing. 	4	1	4	
3	Contact between subject and Testing Assistant 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"> • All centre staff to have successfully completed the NHS online training for their role as well as site specific training. • Social Distancing always maintained 2m. • Protection screens employed • PPE required by all persons as per role requirements • Face masks to be worn by visitors to the test centre unless exempt and only removed when instructed to do so by the Testing Assistant. • Hand sanitiser available at the entrance / registration area • Regular cleaning of all areas • All Test centre staff to undergo 1 LFT per week when testing. 	4	1	4	
4	Contact between Testing Assistant, Processors and samples 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"> • All centre staff to have successfully completed the NHS online training for their role as well as site specific training. • Social Distancing maintained 2m when possible. F2F contact kept to a minimum. • Processors tables facing side on to the Testing Assistant. • PPE required by all persons as per role requirements • Hand sanitiser available on every station • Regular cleaning of all areas • All Test centre staff to undergo 1 LFT per week when testing. 	4	1	4	
5	Contact between Results Recorder and samples increasing the transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All centre staff to have successfully completed the NHS online training for their role as well as site specific training. • Social Distancing always maintained 2m. • Protection screens employed • PPE required by all persons as per role requirements • Face masks to be worn by visitors to the test centre unless exempt • Hand sanitiser available at the entrance / registration area • All Test centre staff to undergo 1 LFT per week when testing. 	4	1	4	

6	Contact between Queue Coordinator and subjects or samples increasing the transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All centre staff to have successfully completed the NHS online training for their role as well as site specific training. Social Distancing always maintained 2m. One-way system employed. PPE required by all persons as per role requirements Face masks to be worn by visitors to the test centre unless exempt Hand sanitiser available at the entrance / registration area All Test centre staff to undergo 1 LFT per week when testing. 	4	1	4	
7	Contact between Cleaner and subjects or samples increasing the transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All centre staff to have successfully completed the NHS online training for their role as well as site specific training. Social Distancing always maintained 2m. One-way system employed. PPE required by all persons as per role requirements Face masks to be worn by visitors to the test centre unless exempt Hand sanitiser available at the entrance / registration area Cleaning materials available in situ in the event of a subject vomiting All Test centre staff to undergo 1 LFT per week when testing. 	4	1	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"> Subjects identified as soon as possible and are called for a retest 	1	1	1	
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)	<p>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.</p> <p>This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.</p>	<p>PPE</p> <ul style="list-style-type: none"> Gloves: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Eye Protection: A Visor or 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. Clothing: An Apron or Impervious clothing to be worn to protect the body from splashes or spillages. <p>Environmental</p> <ul style="list-style-type: none"> 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 	4	1	4	

			<ul style="list-style-type: none"> • Dates: Do not use if the solution has expired • Training: 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. • MSDS: 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	Suffering from an illness prior to arrival	<ul style="list-style-type: none"> • Subject or staff not to enter test centre if feeling unwell. Subjects and staff briefed in a letter / email instructions them not to attend if they feel unwell. • Testing centre staff to inform Kelly Molloy of any non-attendance with the reason why prior to shift starting. 	1	1	1	
11	Manual handling	Injury to Spine or Limbs	<ul style="list-style-type: none"> • Test centre staff to ensure correct lifting and carrying techniques are used • Training provided as required • Trolley and assistance available as required 	1	1	1	
12	Unauthorised access by members of the public	Safeguarding Issue's Theft	<ul style="list-style-type: none"> • Access to Gate 4 car park controlled by Premises site team and SWO's. • Access points into school grounds controlled and secured by Premises site team, SWO's and SLT as well as main reception as per normal operating procedures. 	1	1	1	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Injury form Slips/Trips or Falls	<ul style="list-style-type: none"> • Test centre facilities checked prior to use. • Any uneven areas / steps etc sign posted and indicated. Ramps used. • Dedicated cleaners at stations in the testing area to clean any spillages asap. 	1	1	1	
14	Inclement weather	Effects of cold weather (Flu, Cold)	<ul style="list-style-type: none"> • Access, Egress and any fire escape routes kept clear of any snow and ice • Review the route and flow into the testing centre • Temperatures monitored in test centre • Staff to wear appropriate clothing • Hot drinks available from Bay Arena Staff room 	1	1	1	

15	Electrical safety / plant & equipment maintenance Defective electrical equipment	Electrical shock/burns	<ul style="list-style-type: none"> All electronic equipment checked when installed, by the user before use and PAT tested annually. Any defective electrical equipment to be reported to Tim Eastwood asap removed and replaced asap. 	1	1	1	
16	Use of shared equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Equipment is not to be shared unless absolutely essential. Any equipment to be shared MUST be cleaned/sanitised prior to use. Sharing of equipment is to be avoided at all times. 	4	1	4	
17	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 with there NHS and School card 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 / processing point Barcodes are checked for consistency at registration, and at the testing station and applied to Lateral Flow Device at this station by trained staff. 	1	1	1	
18	Fire Alarm activation during testing.	Death from burns or smoke inhalation.	<p>In the testing area.</p> <ul style="list-style-type: none"> Stop any testing immediately, stay calm and reassure the subject. Place any half-done test kit in the hazardous waste bin provided. Evacuate via one of the two emergency exits at the end of the hall and to your normal assembly point. If time permits remove PPE (except face mask) and place it in the hazardous waste bin and sanitise. <p>In the Queuing Area</p> <ul style="list-style-type: none"> Under the guidance of the SLT / SWO students and staff are to evacuate via the main entrance and café entrance to your normal assembly point. If any testing volunteers are on site, they are to continue as above and assemble 2m apart at a point indicated to them on the lower courts by Mr Eastwood during the on site training. 	5	1	5	

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	Team Leader	On going	On going
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Team Leader	On going	On going
3	Weekly review of all procedures	Team Leader	On going	On going

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 Tim Eastwood & Jon Boyes

Signature of Lead Assessor Tim Eastwood

Date 09/01/2021

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

		Tim Eastwood	
		Tim Eastwood	
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PPE Requirements by Role

Staff involved in delivering testing are required to wear the appropriate PPE for their role as detailed in the table below.

Role	Disposable gloves	Disposable plastic apron	Fluid-resistant (Type IIR) surgical mask (FRSM)	Eye protection
Indicates single or sessional use	Replace after each <u>test (single)</u>	Replace after each <u>session</u>	Replace after each <u>session</u>	Replace after each <u>session</u>
Processing Operative	Yes (<i>changed between samples</i>)	Yes	Yes	Yes
Testing Assistant	Yes (<i>changed between each subject</i>)	Yes	Yes	Yes
Cleaning Staff	Yes (<i>change if cleaning spillage</i>)	Yes (<i>change if cleaning spillage</i>)	Yes	Yes
Covid Coordinator / Team Leader	Yes	Yes	Yes	Yes
Registration Assistant	No	No	Yes	No
Results Recorder	<i>If in contact with LFD or Yellow Card</i>	No	Yes	No
Queue Coordinator	No	No	Yes	No

Note: Anything not identified as “single use” is for “sessional” use (a session ends when a worker leaves the setting, fresh PPE is used at the start of each session) i.e. at break or end of shift. PPE should be changed if protective properties are compromised or contaminated from secretions