

## Risk Assessment for Rapid Testing at SET Beccles, Ixworth & Saxmundham

**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.

Activity / Task					
<b>Description of task / process/ environment being assessed</b>	General and clinical activities on the asymptomatic testing site at <u>SET Beccles, Ixworth, Saxmundham</u>				
<b>Activities Involved</b>	Traversing the site on foot Testing school staff and students			<b>Location</b>	Free-standing marquee
<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? Action No
				Probability	Severity	Risk	
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>• <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 marquee.</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 marquee by queue managers and all other staff.</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects with signage 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 marquee is to be initiated and maintained at all times. Compliance with this is to be ensured by SLT member.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touch points in accordance with PHE guidance.</li> <li>• Limited clutter-chairs only in the waiting/holding area with each chair wiped after use; no physical handing of documents to subjects except barcodes and lateral flow tests for first 200 subjects.</li> </ul>	1	4	4	None.

2	Contact between subjects and staff increasing the risk of transmission of COVID19 :  <u>Welcome &amp; registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff &amp; SLT member.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects with signage in place to ensure compliance in addition to verbal reminders if necessary from reception, SLT &amp; sampling staff.</li> <li>• A one-way flow of subjects through the marquee is to be initiated and maintained at all times. Compliance with this is to be ensured by SLT member.</li> <li>• Registration desk to be placed outside the marquee to ensure maximum ventilation.</li> </ul>	1	4	4	None.
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>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff &amp; SLT member.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects with signage in place to ensure compliance in addition to verbal reminders if necessary from reception, SLT &amp; sampling staff.</li> <li>• National protocols to be followed to ensure no direct contact between subjects and personnel involved in the testing process.</li> </ul>	1	4	4	None.
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>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff &amp; SLT member.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects with signage in place to ensure compliance in addition to verbal reminders if necessary from reception, SLT &amp; sampling staff.</li> <li>• National protocols to be followed to ensure no direct contact between subjects and personnel involved in the testing process.</li> </ul>	1	4	4	None.
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>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff &amp; SLT member.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects with signage in place to ensure compliance in addition to verbal reminders if necessary from reception, SLT &amp; sampling staff.</li> <li>• National protocols to be followed to ensure no direct contact between subjects and personnel involved in the testing process.</li> </ul>	1	4	4	None.

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>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff &amp; SLT member.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects with signage in place to ensure compliance in addition to verbal reminders if necessary from reception, SLT &amp; sampling staff.</li> <li>• National protocols to be followed to ensure no direct contact between subjects and personnel involved in the testing process.</li> </ul>	1	4	4	None.
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>• 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>	1	4	4	None.
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>• Rule based recall of subjects who have not received a result within 2 hours of registration</li> <li>• Subjects are called for a retest</li> </ul>	1	4	4	None.
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), 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	None.

10	Occupational illness or injury	Chronic or acute injury as a result of testing station activities	<ul style="list-style-type: none"> <li>• Testing personnel to be invited to be tested for Covid in line with all SET staff.</li> <li>• SLT supervisor to check in with all testing personnel during testing sessions.</li> <li>• All personnel to complete the relevant training before they begin work.</li> <li>• Staff to follow the SET H&amp;S Policy.</li> <li>• Vulnerable worker groups to have separate personal risk assessment such as new and expectant mothers, young people, the elderly and those already with an underlying health condition.</li> </ul>	1	3	3	None.
11	Unauthorised access by members of the public	Unsupervised members of the public on-site and not adhering to social distancing.	<ul style="list-style-type: none"> <li>• Parents and carers asked to wait for their children off the school site.</li> <li>• Senior Leadership Team to ensure testing centre entrance/exit is supervised at all times.</li> <li>• All testing centre personnel to wear the appropriate SET identity badge for ease of recognition.</li> <li>• Testing slots to be organised in advance of each test.</li> </ul>	1	3	3	None.
12	Manual Handling	<ul style="list-style-type: none"> <li>• Acute and Chronic:</li> <li>• Strains and sprains.</li> <li>• Neck and back <b>injuries</b>.</li> <li>• Slips, falls and crush incidents.</li> <li>• Cuts, bruises and broken bones.</li> <li>• Hernia.</li> <li>• Upper limb disorders.</li> </ul>	<ul style="list-style-type: none"> <li>• No manual handling/lifting is required of testing staff.</li> <li>• Only staff trained in manual handling to undertake tasks that require movement of heavy or awkward loads.</li> <li>• All staff to follow SET H&amp;S Policy.</li> </ul>	1	4	4	None.
13	Uneven surfaces (floor protection in the Testing and Welfare areas) – Slips Trips and Falls	Slips, Trips and Falls	<ul style="list-style-type: none"> <li>• Additional flooring has been placed in the marquee and has been signed off by the external company.</li> <li>• Flooring will be checked before each testing session.</li> <li>• Staff to follow the SET H&amp;S Policy</li> <li>• Visual checks to ensure corridor areas are clear</li> </ul>	1	3	3	None.

14	Inclement weather	<p>Weather prevents testing from taking place in the marquee.</p> <p>Testing staff may be subject to cold related illness such as Hypothermia.</p>	<ul style="list-style-type: none"> <li>• Subjects to be advised to bring suitable clothing when waiting outside the marquee for their test</li> <li>• Head of School will determine if it is unsafe to conduct testing in the marquee and will find a suitable alternative for that day</li> <li>• As per ACOPS the testing centre should be at or above 16 Degrees C. Where this is not possible staff should rotate frequently and wear additional clothing</li> <li>• Installation of additional heating where possible</li> </ul>	1	3	3	None.
15	<p>Electrical safety / plant &amp; equipment maintenance</p> <p>Defective electrical equipment</p>	<p>Faulty equipment disrupts testing.</p>	<ul style="list-style-type: none"> <li>• Heaters have been provided by the external company in line with their risk assessment.</li> <li>• All electrical equipment to be inspected prior to use as per the SET H&amp;S policy</li> </ul>	1	4	4	None.
16	Use of shared equipment	<p>Risk of exposure to Covid-19.</p>	<ul style="list-style-type: none"> <li>• Each station will be set up in line with national guidance</li> <li>• Colleagues will not share equipment</li> </ul>	1	4	4	None.
17	Incorrect result communication	<p>Wrong samples or miscoding of results</p>	<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>• 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>	1	3	3	None.

17	<p>Extraction solution which comes with the lab test kit contains the following components:  <math>\text{Na}_2\text{HPO}_4</math> (disodium hydrogen phosphate),  <math>\text{NaH}_2\text{PO}_4</math> (sodium phosphate monobasic),  <math>\text{NaCl}</math> (Sodium Chloride)</p>	<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. 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>	<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	3	3	None.
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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 Coordinator	4 <sup>th</sup> January	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	4 <sup>th</sup> January	

<b>Additional Notes</b>



Risk Evaluation		Consequence of event occurring (Severity)					Likelihood	Severity	Risk Control Strategies
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25	<b>Rare</b> , will probably never happen/recur <b>Unlikely</b> , do not expect it to happen, but is possible <b>Possible</b> , Might happen <b>Likely</b> , will probably happen <b>Almost Certain</b> , will undoubtedly happen	Negligible Minor Moderate Major Critical	<b>Intolerable</b> – stop activity, take immediate action to reduce the risk <b>Substantial</b> - Take action within an agreed period <b>Tolerable</b> – monitor the situation <b>Trivial</b> – No action required
	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			

<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	
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**

**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