

## Mayflower High School Lateral Flow Test Centre -Risk Assessment

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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	06/01/21	Lead Assessor	N Feltimo	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 _Mayflower High School_____						
<b>Activities Involved</b>	Traversing the site on foot Testing school staff and students					<b>Location</b>	Drama Studio
<b>Who Might be affected</b>	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

<b>Hazard Identification and evaluation</b>					
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post	Additional

				measures)			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"> <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 10 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>• 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 building by supervising staff 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 verbal reminders if necessary from reception, queue management &amp; supervising 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 to subjects except barcodes and PCR test kits for first 200 subjects</li> </ul>	2	4	4	
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>Face Masks;</b> Prominent signage reminding students to wear face coverings.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects with verbal reminders if necessary from reception, queue management &amp; supervising 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 to subjects except barcodes and PCR test kits for first 200 subjects</li> </ul>	2	4	4	
3	Contact between subject and processor increasing the transmission of	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Face coverings only removed for the duration of the test.</li> <li>• Processor in full level 2 PPE (gloves. Visor, mask and Apron.)</li> <li>• Gloves changed between each process</li> <li>• Area cleaned between each process</li> </ul>	1	4	4	

	COVID19: <u>Sample taking</u>						
4	Contact between samples and sample processor 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>Processor in full level 2 PPE (gloves. Visor, mask and Apron.)</li> <li>Gloves changed between each process</li> <li>Area cleaned between each process</li> </ul> <p>Gloves always worn to handle testing cartridge</p>	2	4	4	
5	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>Gloves used to transport cartridge and handle sample tube</li> <li>Sample tubes and cartridges disposed of in clear or Tiger bins.</li> <li>Used cartridges do not leave the testing site.</li> <li>Bins cleared in line with county policy.</li> </ul>	1	4	4	
6	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 processors to the cartridge</li> <li>All positive or void results are notified to the Team Leader immediately</li> <li>All Cartridges are collected and scanned at regular intervals</li> <li>Copy of Barcode entered into school database using scanner.</li> <li>Any incorrect results will be countered by immediate contact with the testee / parent.</li> </ul>	1	2	2	
7	Damaged barcode, lost LFD, failed scan of barcode/ void result	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 24 hrs of registration</li> </ul> <p>Subjects are called for a retest</p>	1	2	2	
8	Extraction solution which comes with the lab test kit	These components do not have any hazard labels associated with them, and the manufacturer	<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 Face shields which are tested and approved under appropriate government standards to be worn at all times when</li> </ul>	1	2	2	

	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)	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>handling the extraction solution. Aprons to be worn to protect the body from splashes or spillages.</p> <ul style="list-style-type: none"> <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 site'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>				
9	Occupational illness or injury	Moving about test area	<ul style="list-style-type: none"> <li>• All spills cleared immediately.</li> <li>• Testing area kept clear of unnecessary furniture.</li> <li>• Loose cables covered to avoid trips.</li> </ul>	1	2	2	
10	Manual handling	Moving Materials from storage to test site	<ul style="list-style-type: none"> <li>• Only moving small amounts of stock at one time.</li> <li>• Where larger amounts need to be moved appropriate MH equipment will be used.</li> </ul>	1	2	2	
11	Unauthorised access by members of the public	Injury from misuse of testing solution. Removal of kits from site leading to unauthorised use.	<ul style="list-style-type: none"> <li>• Site is supervised during hours of use and locked when unsupervised</li> </ul>	1	2	2	
12	Uneven surfaces (floor protection in the Testing areas)	Trips or slips leading to injury. Floor unable to be adequately cleaned.	<ul style="list-style-type: none"> <li>• Floor consists of standard linoleum.</li> </ul>	1	3	3	
13	Inclement weather	Students get wet and cannot continue their day.	<ul style="list-style-type: none"> <li>• Smaller numbers brought down for testing at any one time to enable indoor queuing.</li> </ul>	1	1	1	
14	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Could lead to electric shock or fire.	<ul style="list-style-type: none"> <li>• All electrical appliances tested in line with school health and safety policy.</li> <li>• One socket one plug policy adopted.</li> </ul>	1	4	4	
15	Use of shared	Cross contamination	<ul style="list-style-type: none"> <li>• Gloves worn if appropriate, eg cleaning materials.</li> <li>• Equipment cleaned between users</li> </ul>	2	4	4	

	equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Where gloves not appropriate then hand gel (70%) / hand washing techniques employed.</li> </ul>				
17	Storage of LFD's	Storage outside the permitted range can lead to ineffective testing	<ul style="list-style-type: none"> <li>Maximum and Minimum thermometers placed in storage locations and checked daily.</li> </ul>	1	2	2	
18	Use of LFD's	Use within correct operating temperature	<ul style="list-style-type: none"> <li>1 thermometer for every two processing desks to ensure that temperature stays within range.</li> <li>Heaters to be used as required to maintain temperature.</li> </ul>	1	2	2	
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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	Team Leader		
2	Weekly Assessment of processors to take place	Team Leader		
3	Staff encouraged to suggest improvements / changes to the process	Team Leader		

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**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

<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	N Feltimo
Signature of Lead Assessor	Date

<b>Reviews</b> – 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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