APPENDIX C:

Template for 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  | 07/01/2021  | Lead Assessor  |  Karen Wood | Role | SBM | Assessment Number  |  |   |
| **Activity / Task**  |  |  |
| **Description of task / process** **/ environment being assessed**  | General and clinical activities on the asymptomatic testing site at St Joseph’s RC High |  |
| **Activities Involved**  | Traversing the site on foot Testing staff and students  | **Location**  |  |  St Antony’s |
| **Who Might be affected**  | Employee ✔  | Student✔  | Contractor ✔  | Visitor ✔  | Governor✔  |

**Hazard Identification and evaluation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No  | Hazards  | Associated risks  | Current Control/ Mitigation Measures  | Risk Probability  | Evaluation (post measures) Severity  | Risk  | Additional control needed? Action No  |
|   |
| 1  | Contact between subjects increasing the risk of transmission of COVID19  | Transmission of the virus leading to ill health or potential death  | * **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  |   |
| 2  | Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & registration  | Transmission of the virus leading to ill health or potential death  | **Students and staff asked to confirm they have no symptoms before entering test area****Set times for test only 3 subjects at any one time****2 meter spacing, verbal instructions from staff, one way system****PPE and hand sanitiser****Sneeze screens**  |  1 |  1 | 4 |   |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 3  | Contact between subject and sampler increasing the transmission of COVID19: Sample taking  | Transmission of the virus leading to ill health or potential death  | PPE as per testing site guidanceVerbal instructions to subjects Signs in visible place Hand sanitiser |  1 |  1 | 4  |   |
| 4  | Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport  | Transmission of the virus leading to ill health or potential death  | Subject to replace face covering move to the testing bay directly behind them and place the swab in the tubeSigns and verbal instructionsSneeze screen in between subject and testerSubject Hand sanitise Subject leaves the area via the floor signs and verbal instruction |  1 | 1 | 4 |   |
| 5  | Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.  | Transmission of the virus leading to ill health or potential death  |  Tester follows all the guidance on PPE, anti bac all equipment and area and changes gloves after each sampleWorks behind a sneeze screen. |  1 | 1 | 4 |   |
| 6  | Contact between sample testers and recorder increasing the transmission of COVID19: Sample disposal and waste disposal  | Transmission of the virus leading to ill health or potential death  |  Tester and recorder follows all the guidance on PPE, and the process of checking the results and recording.Has no contact with the swab or the test.Works behind a sneeze screen. |  1 | 1 | 4 |   |
| 7  | Incorrect result communication  | Wrong samples or miscoding of results  | • •   | 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 Quality controller checks work  |  1 |  1 |  3 |   |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8  | Damaged barcode, lost LFD, failed scan of barcode  | Orphaned record on registration portal & No result communicated to individual  | • •  | Rule based recall of subjects who have not received a result within x hrs of registration Subjects are called for a retest  |  1 |  1 |  3 |   |
| 9  | Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4 (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.  | • • •  • •  | **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 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.  |  1 |  1 |  3 |   |
| 10  | Occupational illness or injury  |  Injury, illness leading to medical retirement or death | The staff handbook provides guidance on health and safety, reporting concerns. Accident procedures, which are reported to Bolton H&S and investigated if necessary.H&S audit on an annual basisSickness absence policy followed by schoolReferral to Occupational Heath if necessaryWhistle blowing policy for staff who have concernsSafe practices encouraged each Inset dayLearning and adaptation from incidents to constantly improve safetySite paths cleared of snow/gritted if necessaryStudent supervision in place to and from school  |  1 | 1 | 4 |   |
| 11  | Manual handling  |  Strains, bruising | Staff must follow school’s guidance on manual handling | 1 | 1 | 4 |  Copy sent along with this RA |
| 12  | Unauthorised access by members of the public  | Transmission of the virus leading to ill health or potential death.Safety of students and staff may be compromised  | 2 receptionists on duty at all times monitoring access to the area and barring unauthorised accessOther members of staff also in the areaTelephones and radio available to contact for assistance if requiredInternal door kept shut |  1 |  1 | 4  |   |
| 13  | Uneven surfaces (floor protection in the Testing and Welfare areas)   |  Slips, trips and possible injury |  Floor in the testing area is even Visual checks carried out routinely and repairs made as required.Non porous flooring |  1 |  1 |  2 |   |
| 14  | Stairs to / from sample processing / registration area and welfare space  |  N/A |   |  |   |   |   |   |
| 15  | Inclement weather  |  Slips, trips and possible injury |  Site team to review weather and prepare for weather warningsGrit in storage Paths grittedMats for entrances |  1 | 1 | 3 |   |
| 16  | Electrical safety / plant & equipment maintenance  Defective electrical equipment  |  Electrical shock, burns, death |  Annual PAT testing5 year hard wiring testing and recommend repairs carried outVisual checks by all staff before using electrical equipment and instructed not to use if they feel it is unsafe and immediately report it to the Site/IT teams |  1 |  1 |  4 |   |
| 17  | Use of shared equipment  |  Transmission of the virus leading to ill health or potential death. |  Shared equipment is kept to a minimum wherever possible everyone has their own equipment.Where sharing is needed, equipment will be anti bac wiped in between use | 1  |  1 |  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 as part of induction  | Quality controllers  | 11/01/21 |   |
| 2  | Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency  | Quality controllers  |  11/01/21 and ongoing |   |

|  |
| --- |
| **Additional Notes**  |
|     |

**Risk Evaluation**

#  Likelihood Severity

 **Rare**, will probably never happen/recur Negligible

 **Unlikely**, do not expect it to happen, but is possible Minor

 **Possible**, Might happen Moderate

 **Likely**, will probably happen Major

 **Almost Certain**, will undoubtedly happen 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  |  Karen Wood, Tony McCabe |
| Signature of Lead Assessor  |  ***K Wood*** Date 08/01/2021 |

|  |
| --- |
| **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  |       | 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  |
| Tony McCabe  |   |   |   |  Sheenagh Currass |   |   |   |
| Juliet Morgan  |   |   |   |  Helen Warwick |   |   |   |
|  Rebecca Holmes |   |   |   |   |   |   |   |
| Karen Wood  |   |   |   |   |   |   |   |
| Linda Davies  |   |   |   |   |   |   |   |
| Janet Fielding  |   |   |   |   |   |   |   |
| Julie Rainford  |   |   |   |   |   |   |   |
| Janet Roddie  |   |   |   |   |   |   |   |
| Paul McConnell  |   |   |   |   |   |   |   |
| Elaine Hill  |   |   |   |   |   |   |   |
| Julie (cleaner) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |