

Risk Assessment -Lateral Flow Testing



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| Site / Premises: The Charter School North Dulwich, SE24 9JH | Assessment Carried Out By Name: Mario Bradshaw | Date Carried Out or Reviewed 26/02/2021 | Date for Next Review 31/03/2021 | Reviewed By (Name) |
| Department: Administration/Facilities/HR | | | | |
| Description: General and clinical activities on the asymptomatic testing site at The Charter School North Dulwich Activities involved: Traversing the site on foot Testing School staff and students Location: Assembly Hall | Responsible Manager / Team Leader etc Name: Wendy Andrews | | | |
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Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

| What are the Hazards ? (What can go wrong) | Associated Risks | Who might be Harmed & How ? | Existing Control Measures (What are you already doing to manage the hazards/risks?) | Risk Rating with controls in place | | | Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions. |
|---|--|-----------------------------|--|------------------------------------|-------------------|-------------------|---|
| | | | | Likelihood | Impact / Severity | Risk Rating Score | |
| Contact between subjects increasing the risk of transmission of COVID19 | Transmission of the virus leading to ill health or potential death | Staff, Pupils | <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 temperature and/or new persistent cough and or anosmia)</p> <p>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. All to be reminded of requirement to wear face covering/mask in advance at time of test booking. Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by staff. Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</p> <p>Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff.</p> | 3 | 3 | 9 | <i>Students / Staff who are exempt from wearing masks to be tested at separate time.</i> |

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| | | | <p>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.</p> <p>A one-way flow of subjects through the hall is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</p> <p>Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes</p> | | | | |
| 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 | Staff, Pupils | Centre staff who are in close proximity of test subjects will wear Surgical gloves, Face mask, goggles/visor and apron | 3 | 3 | 9 | |
| 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 | Staff, Pupils | Centre staff who are in close proximity of test subjects will wear Surgical gloves, Face mask, goggles/visor and apron | 3 | 3 | 9 | |
| 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 | Staff, Pupils | Test centre runner will wear surgical gloves, face mask, goggles/visor and apron. | 3 | 3 | 9 | |
| 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 | Staff, Pupils | Testers will wear surgical gloves, face mask goggles/visor, and apron. Testers will wear 2 pairs of gloves and replace outer pair between each test subject. | 3 | 3 | 9 | |
| Incorrect result communication | Wrong samples or miscoding of results | Staff, Pupils | 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 SLTF Staff will support pupils through process | 3 | 3 | 9 | Staff to support students by registering their details with NHS Test and Trace and registering the LFT barcodes within 8 hours of test. Bulk upload now available. |
| Extraction solution which comes with the lab test kit contains the following components: | These components do not have any hazard labels | Staff, Pupils | 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 | 2 | 3 | 6 | |

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| <p>NA₂HPO₄ (disodium hydrogen phosphate), NaH₂PO₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)</p> | <p>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> | | <p>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.</p> <p>Environmental: do not let product enter drains</p> <p>Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the school's waste disposal procedures</p> <ul style="list-style-type: none"> 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. Staff have all been trained on process | | | | |
| Occupational illness or injury | Staff exhibiting / feeling effects that may indicate COVID 19 is present. | Staff | <p>Staff training and information provided</p> <p>Staff to isolate and remove themselves from the site immediately and request a PCR test.</p> | 2 | 3 | 6 | |
| Manual handling | Injury caused by incorrect manual handling techniques. Attempting to lift beyond capability. | Staff, Pupils | All materials are divided in to small light weight packages on delivery and stored on site in easy to access storage units. Information provided. | 1 | 3 | 6 | |
| Unauthorised access by members of the public | Members of the public unfamiliar with the environment. | Visitors | Only authorised access permitted to the building. Reception manned at all times. Only persons with ID cards permitted to enter unaccompanied | 1 | 3 | 3 | |
| Uneven surfaces (floor protection in the Testing and Welfare areas) | Trip hazards | Staff, Pupils | The testing centre is in a dedicated hall which has been checked for uneven surfaces and other trip hazards. | 1 | 2 | 2 | |
| Electrical safety / plant & equipment maintenance | Failure of equipment due | Staff, Pupils | All equipment is either within twelve months of purchase or has an in-date PAT certificate/test label. | 2 | 2 | 2 | |

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| Defective electrical equipment | to poor maintenance Electric shock from faulty equipment | | | | | | |
| Use of shared equipment | Cross contamination of equipment increasing the possibility of COVID transference. | Staff, Pupils | There is to be no shared equipment. Where tables/chairs etc. have been used by other persons, they are to be disinfected between users and cleaning items to be disposed of correctly.. | 3 | 3 | 9 | |
| Test subjects unfamiliar with surroundings | Test subjects crossing in to sterile areas. | Staff, Pupils | Individual guidance provided from test station staff. Single pathway through hall from entrance to exit Signage to provide direction. | 2 | 2 | 2 | |
| Fire alarm activation | Persons unfamiliar with "Actions in the event of fire" | Agency Staff | Pre-work briefing on "Actions in event of fire" provided. | 1 | 3 | 3 | |
| Lack of welfare facilities | Nowhere for staff to consume food/drink. | Staff | Welfare space provided for staff, separate from testing areas. Staff only Toilet and hand washing facilities provided. | 1 | 1 | 1 | |

Scoring Table

| LEVEL OF RISK | OVERALL RATING | HOW THE RISK SHOULD BE TACKLED/MANAGED |
|---------------|----------------|--|
| HIGH RISK | 15-25 | Immediate Management Action |
| MEDIUM RISK | 9-12 | Plan for Change |
| LOW RISK | 1-8 | Continue to Manage |

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

| SCORE | HEALTH & SAFETY EFFECT |
|-------|------------------------|
| | |

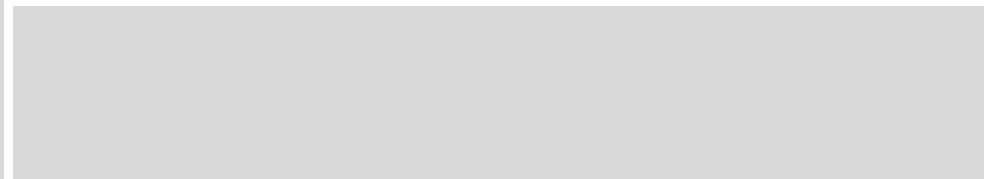
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|--|------------------------------|------------------------------------|------------|---------------|------------|---------------------------------|
| L i k e l i h o o d (A) | 5 Almost Certain | 5 | 10 | 15 | 20 | 25 |
| | 4 Probable /Likely | 4 | 8 | 12 | 16 | 20 |
| | 3 Possible | 3 | 6 | 9 | 12 | 15 |
| | 2 Unlikely | 2 | 4 | 6 | 8 | 10 |
| | 1 Very Unlikely / Rare | 1 | 2 | 3 | 4 | 5 |
| | | 1 Insignificant / Negligible | 2 Minor | 3 Moderate | 4 Major | 5 Critical / Catastrophic |

Impact (B)

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

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| Impact Criteria (B) | Critical/ Catastrophic | 5 | Multiple deaths of employees, service users, members of the public, etc. |
| | Major | 4 | Death of an employee, service user, member of the public, etc. |
| | Moderate | 3 | Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention. |
| | Minor | 2 | Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work. |
| | Insignificant / Negligible | 1 | A day to day issue/problem but negligible harm would result. |



Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

| | LIKELIHOOD | SCORE | EXPECTED FREQUENCY |
|--|------------------------|-------|---|
| Likelihood Criteria (A) | Almost Certain | 5 | Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year |
| | Probable / Likely | 4 | Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term |
| | Possible | 3 | LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term. |
| | Unlikely | 2 | Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term. |
| | Very Unlikely /Rare | 1 | EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event. |