

## APPENDIX C: Lateral Flow Testing on site – Royal High School, Bath 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	20/1/21	Lead Assessor	Simon Butcher/ Kate Reynolds	Contract		Assessment Number	RHSB
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at <u>Royal High School, Bath</u>						
<b>Activities Involved</b>	Traversing the site on foot Testing staff and students					<b>Location</b>	Senior School
<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?
				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 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 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>• 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 building by queue managers and all other staff.</li> <li>• <b>Hand hygiene:</b> All subjects to wash hands before going to the Testing area, on arrival Subjects will 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 measured floor markings 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 hall 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 one at swab station; no physical handing of documents to subjects except barcodes and PCR test kits (where necessary.).</li> </ul>	1	4	4	
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <a href="#">Welcome &amp; registration</a>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• All registration staff to follow government guidelines on Hands, Face and Space.</li> <li>• All registration staff to wear PPE and remain behind the screen/desk</li> <li>• All desks to be at a minimum of two-meter distance from swabbing and processing etc.</li> <li>• All Testing centre staff to have completed online Government training prior to starting their duties. Certificates of completion to be sent to Team Leader for logging. Regular competency tests to be carried out by Team leaders.</li> </ul>	1	4	4	

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>• Age 13+ - Samples to be taken by individuals themselves. Swab staff to monitor and supervise only.</li> <li>• Under 13 years – Swabs to be taken by individuals themselves but if they are unable then they will be assisted by Medical or Trained staff.</li> <li>• All sampling desks to be at a two meter distance.</li> <li>• School Medical or trained staff to be present and supervising at all times when students are being tested.</li> <li>• PPE to be worn as per government guidelines</li> <li>• Staff to be trained before sampling starts.</li> <li>• Barcodes are attached to the test at the Swab desk by trained staff.</li> <li>• All Testing centre staff to have completed online Government training prior to starting their duties. Certificates of completion to be sent to Team Leader for logging. Regular competency tests to be carried out by Team leaders.</li> </ul>	1	4	4	
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>• No transportation of samples</li> </ul>				
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>• Processing staff to wear PPE as per Gov guidelines</li> <li>• All desks to be at a two-meter distance.</li> <li>• Staff to receive all training in advance</li> <li>• Staff to process samples then place them with timers to one side and monitor after 20-30 mins.</li> <li>• Once the test is complete it is passed to the recording desk to log the result.</li> <li>• All Testing centre staff to have completed online Government training prior to starting their duties. Certificates of completion to be sent to Team Leader for logging. Regular competency checks to be carried out by Team leaders.</li> </ul>	1	4	4	
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>• Registration and results recording staff to wear PPE as per Gov guidelines.</li> <li>• Results recorder staff to dispense of spent tests in appropriate waste bags.</li> <li>• Used PPE to be disposed of in appropriate waste bags.</li> <li>• All Testing centre staff to have completed online Government training prior to starting their duties. Certificates of completion to be sent to Team Leader for logging. Regular competency tests to be carried out by Team leaders.</li> </ul>	1	4	4	
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• 3 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 Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>	1	4	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"> <li>School register held of all tests and results. This would be referred to if anyone did not receive a result via email/text.</li> <li>Defective resources to be reported using the government incident reporting form to be found here - <a href="https://form.education.gov.uk/service/rapid-testing-incident">https://form.education.gov.uk/service/rapid-testing-incident</a></li> </ul>	1	4	4	
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 (supplied by the Government.) Face masks and visors supplied by the government 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> <li>All Testing centre staff to have completed online Government training prior to starting their duties. Certificates of completion to be sent to Team Leader for logging. Regular competency tests to be carried out by Team leaders.</li> <li>Any serious incidents are to be reported using the Government incident reporting form to be found here - <a href="https://form.education.gov.uk/service/rapid-testing-incident">https://form.education.gov.uk/service/rapid-testing-incident</a></li> </ul>	1	4	4	
10	Occupational illness or injury		All training to be carried out ahead of testing.	1	2	2	
11	Manual handling		All manual Handling to be done by trained staff	1	2	2	
12	Unauthorised access by members of the public		<ul style="list-style-type: none"> <li>School closed to all but essential staff and key worker children.</li> <li>Access codes required for all doors to the main school building.</li> <li>Main reception staffed during normal school hours</li> </ul>	1	1	1	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> <li>Testing to be held in a hard surface space with no uneven surfaces.</li> </ul>	1	2	2	
14	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> <li>All aspects of testing to be carried out in one room so no need for transportation around the site.</li> </ul>	1	1	1	

15	Inclement weather		Not applicable – all testing is done in the main school building and accessible by all.	1	1	1	
16	Electrical safety / plant & equipment maintenance  Defective electrical equipment		All equipment being used is regular school equipment which has been PAT rested in the last 12 months. Staff are trained and know to watch out for defective cables etc and to report that and get equipment changed.	1	3	3	
17	Use of shared equipment		<ul style="list-style-type: none"> <li>No equipment will be shared – staff will bring their own laptops on each occasion that they cover the registration desk or the results desk.</li> <li>Desks will be wiped down by users with sanitising fluid before testing begins.</li> <li>iPads used for student registration will be wiped down and sanitised between use by queue handling or registration desk staff</li> </ul>	1	1	1	
18	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 Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station by trained staff.</li> </ul>	1	4	4	
19	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>School register held of all tests and results. This would be referred to if anyone did not receive a result via email/text.</li> <li>Defective resources to be reported using the government incident reporting form to be found here - <a href="https://form.education.gov.uk/service/rapid-testing-incident">https://form.education.gov.uk/service/rapid-testing-incident</a></li> </ul>	1	4	4	
20	Extraction solution which comes with the lab test kit 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)	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 (supplied by the Government). Face masks and visors supplied by the Government 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> <li>All Testing centre staff to have completed online Government training prior to starting their duties. Certificates of completion to be sent to Team Leader for logging. Regular competency tests to be carried out by Team leaders.</li> <li>Any serious incidents are to be reported using the Government incident reporting form to be found here - <a href="https://form.education.gov.uk/service/rapid-testing-incident">https://form.education.gov.uk/service/rapid-testing-incident</a></li> </ul>	1	3	3	

<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	6/1/21	13/1/21 reviewed resent 20/1/21
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	6/1/21	

<b>Additional Notes</b>

## 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 Ali Adams, Simon Butcher, Kate Reynolds, Ellie Clark

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	
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**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.



