

Reigate School 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	12/08/2021	Lead Assessor	Sue Wardlow	Contract	N/A	Assessment Number	1
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Reigate School						
Activities Involved	Traversing the site on foot Testing children					Location	
Who Might be affected	Employee ✓	Children ✓			Visitor ✓		

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"> • 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. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception 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 name cards. 	1	4	4	
2	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	<ul style="list-style-type: none"> • Staff on registration desk will wear masks. • Regular hand sanitising. 	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"> • All children will self-swab. • All swab assistants will wear full PPE. • Hand sanitiser will be used between every child, over gloves and gloves can be changed as necessary. • Whole area cleaned between every child. 	1	4	4	
4	Contact between sample and processor 1 increasing the transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Full PPE worn. • No contact with the child. • Gloves changed between every sample. • Area cleaned between every sample. 	1	4	4	
5	Contact between samples and Processor 2 increasing the	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Full PPE worn. • No contact with the child. • Gloves changed between every sample. • Area cleaned between every sample. 	1	4	4	

	transmission of COVID19:						
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"> Waste disposal is fully compliant with the guidance. Waste is double bagged before disposal. 	1	4	4	
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 2 identical barcodes are provided to subject at check in Barcodes are attached by trained staff. Barcodes are checked for congruence by trained staff as the Processing bench and applied to Lateral Flow Device at this station. Bulk upload being used by trained staff 	1	2	2	
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"> Subjects are called for a retest. 	1	1	1	
9	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_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"> PPE: 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 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 test centre 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 provide with the Orient gene or Innova test kits to mitigate against inhalation, skin contact or ingestion of these chemicals. 	1	2	2	

10	Occupational illness or injury	No specific risks beyond general workplace	<ul style="list-style-type: none"> Trained first aider in the test centre. 	1	2	2	
11	Manual handling	Boxes of test kits and resources can be heavy	<ul style="list-style-type: none"> Nothing is stored above head height. Trolley will be used for heavy boxes. Appropriate footwear to be worn. Site staff set up and manage all of the moving of heavy equipment. 	1	2	2	
12	Unauthorised access by members of the public	Individuals could access the test centre and potentially contaminate or disrupt	<ul style="list-style-type: none"> The school site is secure, no access to the general public. All non-test centre staff know that they cannot enter the test centre. Children are supervised. Appropriate signage in place. 	1	2	2	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Risk of spillage or accident	<ul style="list-style-type: none"> No uneven surfaces. Floor checked daily for slip and trip hazards. 	1	2	2	
14	Stairs to / from sample processing / registration area and welfare space	Risk of spillage or accident	<ul style="list-style-type: none"> No stairs in the test centre. Equipment stored at edges to avoid trip hazards. 	1	2	2	
15	Inclement weather	Solution needs to be maintained within specific temperature range	<ul style="list-style-type: none"> Temperature is checked daily to ensure correct for the test centre. Heating, or cooling can be enabled. 	1	2	2	
16	Electrical safety / plant & equipment maintenance Defective electrical equipment	Potential electrical fire	<ul style="list-style-type: none"> Everything is PAT tested. Electrical equipment is limited. 	1	2	2	
17	Use of shared equipment	Risk of contamination	<ul style="list-style-type: none"> Everything appropriately sanitised following the guidance. 	1	2	2	

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	Covid Coordinator		

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

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	
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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