

COVID-19 NHS Track & Trace Asymptomatic Testing Site 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	05/01/2021	Lead Assessor	Phil Dudley	Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Kendal College						
Activities Involved	Accessing College site Testing College/ University staff and students					Location	Kendal
Who Might be affected	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? Action No
				Probability	Severity	Risk	
1	Identified site inadequate as a testing site.	Ineffectual testing, positive cases missed, negative students unnecessarily self isolating.	<ul style="list-style-type: none"> The location complies with NHS Track & Trace Guidance; well ventilated, doors open, temperature controlled environment, fully accessible for persons with disabilities and all on one ground floor level, adequate space for each process from arrival to leaving full one way system in place. Hand washing facilities and access to toilets. Secure site with restricted access .Testing area hard, non-porous easy cleaned flooring, all tables, chairs, etc., in testing area easily cleanable. Established building fault reporting process though Estates . Site temperatures must be kept above 2 degree (out of hours) and 15 degrees kits in use and below 30 degrees controlled by building operator. Access & Egress: Dedicated access point for students through double fire doors at side of building to main bar area, exit to rear small bar area. 	2	2	4	Ongoing review of testing management and processes amend RA as required. Content of RA to be shared with all relevant persons including unions as requested/

			<ul style="list-style-type: none"> A one-way flow of students through the building to be initiated and maintained at all times. Compliance with this is to be ensured by staff. Other access points to the social space to be temporarily closed off including access to smoking area. Dedicated egress point from side of building for students, via small bar area fully signed. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with Clinical SOP 				
2	Contact between students 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. Face masks: All staff, students and visitors to campus are currently required to wear face coverings/masks on campus and in college buildings at all times. 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. 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 staff. Welfare facilities including handwash on the exit route Hand hygiene: All subjects to use hand sanitiser provided on arrival, and in testing areas & adherence to this enforced by 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 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 staff. Doors to be left open to avoid additional touchpoints 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 the QA 200 subjects (2021) 	3	3	9	<p>Ongoing review of testing management and processes amend RA as required.</p> <p>Content of RA to be shared with all relevant persons including unions as requested/</p>
3	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	<ul style="list-style-type: none"> On entrance the door will be open and a hand sanitising station will be present all subjects will enter wearing a face covering and be required to stand 2m away from the Registration Assistant. Floor marking in place. Registration assistant will be wearing PPE, which will include face coverings, gloves etc and will have completed appropriate training Any close interaction for example help with their devices will be done at distance, gloves will be worn and disposed of immediately and subject will be given an antibac wipe for their device. 	2	3	6	Ongoing review of testing management and processes amend RA as required.

			<ul style="list-style-type: none"> Subjects will be called to the testing table to ensure social distancing is maintained and guidance given on how to test 				
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"> Subjects will be required to take their own samples, removing their face covering only to take the sample, and returning it immediately afterwards staff will be monitoring 	2	3	6	Ongoing review of testing management and processes amend RA as required.
4	Contact between subject and processor 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"> Once testing has been completed they will be called one at a time to the Processing Operator, who has also completed appropriate training, Subject will place the swab in the test tube supplied by Process Operator, and then exit via the one way system, wearing a face covering and be required to stand 2m away Processor will retrieve the test once the subject has left 	2	3	6	Ongoing review of testing management and processes amend RA as required.
5	Contact between samples and sample processor increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Processor will be wearing correct PPE 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. Processors will be shown the correct way to don and doff PPE via training and will also be provided with an area to wash down afterwards (toilets) 	2	3	6	Ongoing review of testing management and processes amend RA as required.
6	Contact between samples and sample processors 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"> Clinical waste containers and bins will be provided for processors to use 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. 	2	3	6	Ongoing review of testing management and processes amend RA as required.
7	Bodily fluids (blood from nose bleed or vomiting) during self swabbing.		<ul style="list-style-type: none"> Sick bowls available at each testing station and clinical waste bins. Tissues NHS Track & Trace Bodily Fluid Clean-up SOP Adequate provision of required cleaning materials and PPE Training to staff as required. 	3	2	6	Ongoing review of testing management and processes amend RA as required.





















8	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 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 and applied to Lateral Flow Device at this station 	1	2	2	
9	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within 24 hrs of registration Subjects are called for a retest 	1	2	2	
	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. 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. 				Ongoing review of testing management and processes amend RA as required.
	Manual handling	Strains, pulled muscles	<ul style="list-style-type: none"> All staff will have had manual handling training Larger boxes of equipment broken down into smaller loads, use of trolleys as required Ensure test centre is fully stocked with requisite materials at start of each day 	1	2	2	
	Unauthorised access by members of the public	Safeguarding issues, threat to staff	<ul style="list-style-type: none"> All staff, students and visitors to site are identified by lanyards, anyone who isn't wearing a lanyard will be denied access to building 	1	2	2	
	Uneven surfaces (floor protection in the Testing and Welfare areas)	Slips, trips and falls	<ul style="list-style-type: none"> All flooring checked prior to use any hazards removed, and wet floor signs available Staff encouraged to wear appropriate footwear Walkways to be kept clear. Cables to be taped down/covered. Potential trip hazards to be monitored supervising staff, allocated area for storage of items 	1	2	2	
	Electrical safety / plant & equipment	Electric shocks, fire	<ul style="list-style-type: none"> All equipment checked by an approved contractor on an annual basis, staff are aware of the requirements to check all electrical goods for defects before using. 	2	2	4	

	maintenance		<ul style="list-style-type: none"> Faulty equipment to be removed from use immediately. Extension leads not to be linked together and adaptor blocks not used to join cables. Fire extinguishers available 				
	Defective electrical equipment						
	Use of shared equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Equipment that will be shared to be identified and ensure rigorous cleaning regime in place before use by another person in line with clinical SOP 	2	2	4	
	Waste Disposal	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Clinical waste bin at each testing bay for use by Subject & Processor Processor to work under SOP, online training and face to face briefing Identified PPE to be worn when handling clinical waste Waste will be double bagged and sealed with plastic tags as clinical waste. Collected on trolley and transferred outside to locked clinical bin store by ??? staff and collected twice a week by contractors. No liquid waste discharge. Spillage of clinical waste see SOP and COSHH <p>Estates staff working to RA and COSHH for cleaning and handling of general waste in this facility. Estate staff not to handle any clinical waste, which will be fully labelled.</p>	2	3	6	Monitor volume and frequency of clinical waste being generated.- adapt contractor collection quickly to adjust
	IT Support	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All hand-held devices requiring IT assistance to be wiped down prior to handing to IT Support out of clinical area. Devices once fixed will be returned to management staff to return to operator. 				

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	Site Supervisor	02/12/20	
2	Ongoing review of testing management and processes amend RA as required.		Ongoing	

Additional Notes

Personal Protective Equipment to be used (Insert ✓)

																			
Air Fed Helmet	Face Visor	Goggles	Safety Glasses	Ear Defender	Safety Boots	Safety Shoes	Head Protection	Hair Net/Chef Hat	Overall	Hi-Viz	Apron/Tabard	White/Chef Coat	Half Respirator	Respirator	Dust Mask	Fume/Vapour Mask	Harness/Lanyards	Rubber Gloves	Hand Protection
Other:																			

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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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

