

# Lateral Flow Testing Risk Assessment



This is live document subject to changes according to latest Government guidance as of January 7th 2021 10am

|                                 |               |                    |                                                   |                              |                                                       |
|---------------------------------|---------------|--------------------|---------------------------------------------------|------------------------------|-------------------------------------------------------|
| <b>Assessment conducted by:</b> | MKN, SOC, RRO | <b>Job Titles:</b> | Principal, Assistant Principal, Business Manager, | <b>Who is covered:</b>       | Staff, students, contractors, visitors and volunteers |
| <b>Date completed:</b>          | January 2021  | <b>Reviewed:</b>   | March 1 <sup>st</sup> 2021                        | <b>Previous review date:</b> | January 2021                                          |

|                                            |                                  |
|--------------------------------------------|----------------------------------|
| Risk rating: High (H), Medium (M), Low (L) |                                  |
| <b>Impact</b>                              | <b>1:</b> No concerning risks    |
|                                            | <b>2:</b> Low risk / concerns    |
|                                            | <b>3:</b> Medium risk / concerns |
|                                            | <b>4:</b> High risk / concerns   |

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                                                   | March 2021                                                                       | Lead Assessor | MKN | Contract |                 | Assessment Number | One |
| <b>Activity / Task</b>                                            |                                                                                  |               |     |          |                 |                   |     |
| <b>Description of task / process / environment being assessed</b> | General and clinical activities on the asymptomatic testing site at Essa Academy |               |     |          |                 |                   |     |
| <b>Activities Involved</b>                                        | Travelling to site on foot<br>Testing Academy staff and students                 |               |     |          | <b>Location</b> | Sports Hall       |     |

## Hazard Identification and evaluation

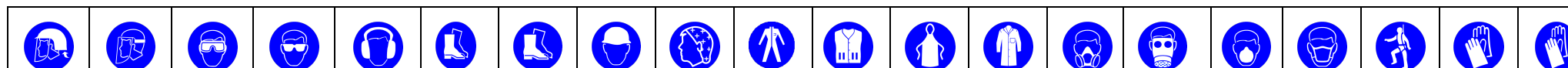
| No | Hazards                                                                                                              | Associated risks                                                   | Current Control/ Mitigation Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Risk Evaluation (post measures) |          |      | Additional control needed?<br>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 | <p><b>EXAMPLE OF MEASURES:</b></p> <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 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 building 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 on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</li> </ul> | 1                               | 4        | 4    |                                         |
| 2  | Contact between subjects and staff increasing the risk of transmission of COVID19: <u>Welcome &amp; registration</u> | Transmission of the virus leading to ill health or potential death | Academy staff in close contact of test subjects will wear hygiene gloves, Face mask and apron                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 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 | Academy staff in close contact of test subjects will wear hygiene gloves and a face mask                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 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 | Academy runner will wear hygiene gloves and a face mask                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1                               | 4        | 4    |                                         |

|    |                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |   |   |  |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|--|
| 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>Academy staff processors in close contact of test subjects will wear hygiene gloves, Face mask, visor and apron</li> <li>Processing team will change gloves when needed throughout the process following government guidance</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>Testers will wear hygiene gloves, face mask and apron</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>Staff involved have been made aware of the privacy notice, appropriate testing, necessary training and ensure all procedures are followed</li> <li>Results logged onto NHS/ESSA academy Register</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>Staff involved have been made aware of the privacy notice, appropriate testing, necessary training and ensure all procedures are followed</li> <li>Subjects are called for a retest or sent for PCR test</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. 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.</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 appropriate procedures to prevent inhalation, skin contact or ingestion of these chemicals.</li> </ul> | 1 | 4 | 4 |  |
| 10 | Occupational illness or injury                                                                                                                                                                                                   | Staff feeling effects that may indicate COVID 19 is present.                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Staff involved completed necessary training courses and certificates sent to Team leaders and HR</li> <li>Staff to isolate and remove themselves from the test centre &amp; academy immediately and request a test.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1 | 4 | 4 |  |

|    |                                                                                     |                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |   |   |  |
|----|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|--|
| 11 | Manual handling                                                                     | Injury caused by incorrect manual handling techniques.                               | <ul style="list-style-type: none"> <li>All equipment separates into manageable sizes.</li> <li>Specific staff are manual handling trained</li> </ul>                                                                                                                                                                                                                                                                                    | 1 | 4 | 4 |  |
| 12 | Unauthorised access by members of the public                                        | Members of the public unfamiliar with the environment.                               | <ul style="list-style-type: none"> <li>Reception will be staffed at all times.</li> </ul>                                                                                                                                                                                                                                                                                                                                               | 1 | 4 | 4 |  |
| 13 | Uneven surfaces (floor protection in the Testing and Welfare areas)                 | Trip hazards                                                                         | <ul style="list-style-type: none"> <li>The testing centre is in a newly resurfaced sports hall which has been checked for uneven surfaces and other trip hazards.</li> </ul>                                                                                                                                                                                                                                                            | 1 | 3 | 3 |  |
| 14 | Electrical safety / plant & equipment maintenance<br>Defective electrical equipment | Failure of equipment due to poor maintenance<br>Electric shock from faulty equipment | <ul style="list-style-type: none"> <li>All equipment in the sports hall has an in-date PAT certificate/test label.</li> </ul>                                                                                                                                                                                                                                                                                                           | 1 | 4 | 4 |  |
| 15 | Use of shared equipment                                                             | Cross contamination of equipment increasing the possibility of COVID transference.   | <ul style="list-style-type: none"> <li>Tables/chairs etc. which have been used by other persons, will be disinfected on a regular basis.</li> </ul>                                                                                                                                                                                                                                                                                     | 1 | 4 | 4 |  |
| 16 | Test subjects unfamiliar with surroundings                                          | Test subjects crossing in to sterile areas.                                          | <ul style="list-style-type: none"> <li>Individual guidance provided from test station staff.</li> <li>Signage to provide direction and appropriate information</li> </ul>                                                                                                                                                                                                                                                               | 1 | 4 | 4 |  |
| 17 | Fire alarm activation                                                               | If a fire drill occurs during testing.                                               | <ul style="list-style-type: none"> <li>Briefing on Fire alarm activation provided</li> <li>Subject stop their test and dispose of test and PPE in bins provided on their exit</li> <li>Staff to then clear the room and remove PPE before leaving the room and exit as quickly as possible</li> <li>All tests in the process will be void and subjects asked to return for a new test once it is safe to enter the building.</li> </ul> | 1 | 4 | 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 | Principal      | 2/3/21      | 2/3/21         |

**Personal Protective Equipment to be used (Insert ✓)**



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

### Risk Evaluation

|                                             |                | Consequence of event occurring (Severity) |                   |                   |                   |                   |
|---------------------------------------------|----------------|-------------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                             |                | Negligible                                | Minor             | Moderate          | Major             | Critical          |
| Likelihood of event occurring (Probability) | Almost Certain | Tolerable<br>5                            | Substantial<br>10 | Intolerable<br>15 | Intolerable<br>20 | Intolerable<br>25 |
|                                             | Likely         | Tolerable<br>4                            | Substantial<br>8  | Intolerable<br>12 | Intolerable<br>16 | Intolerable<br>20 |
|                                             | Possible       | Trivial<br>3                              | Tolerable<br>6    | Substantial<br>9  | Intolerable<br>12 | Intolerable<br>15 |
|                                             | Unlikely       | Trivial<br>2                              | Tolerable<br>4    | Tolerable<br>6    | Substantial<br>8  | Substantial<br>10 |
|                                             | Rare           | Trivial<br>1                              | Trivial<br>2      | Trivial<br>3      | Tolerable<br>4    | Tolerable<br>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

|                                                                                                                                                                                            |                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>Declaration</b> - 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                                                                                                                                                             | Martin Knowles, R Rowland, S O'Connor,                                 |
| Signature of Lead Assessor                                                                                                                                                                 | M Knowles (Principal) <span style="float: right;">Date 01/03/21</span> |

| <b>Reviews</b> – 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 |
|                                                                                                                                                                                                         |          |             |           |

Health and Safety Risk Assessment Sign off Sheet

**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 | Role                   | Date       |
|---------------|-----------|------------------|------------------------|------------|
| MKN           |           | SOC / RRO        | Processor              | 07.01.2021 |
| RRO           |           | SOC / RRO        | Team Leader            | 07.01.2021 |
| SOC           |           | SOC / RRO        | Team Leader            | 07.01.2021 |
| JSI           |           | SOC / RRO        | Processor              | 07.01.2021 |
| MNE           |           | SOC / RRO        | Results Recorder       | 07.01.2021 |
| MHE           |           | SOC / RRO        | Results Recorder       | 07.01.2021 |
| JPA           |           | SOC/RRO          | Results Recorder       | 01.03.2021 |
| KSH           |           | SOC / RRO        | Processor              | 07.01.2021 |
| ARO           |           | SOC / RRO        | Processor              | 07.01.2021 |
| SGE           |           | SOC / RRO        | Processor              | 01.03.2021 |
| ASP           |           | SOC / RRO        | Processor              | 01.03.2021 |
| AHI           |           | SOC / RRO        | Processor              | 01.03.2021 |
| MHA           |           | SOC / RRO        | Processor              | 01.03.2021 |
| RAN           |           | SOC/RRO          | Processor              | 01.03.2021 |
| AWI           |           | SOC / RRO        | COVID-19 Coordinator   | 07.01.2021 |
| NSQ           |           | SOC / RRO        | Test Assistant         | 07.01.2021 |
| JMI           |           | SOC / RRO        | Test Assistant         | 07.01.2021 |
| DCA           |           | SOC / RRO        | Test Assistant         | 07.01.2021 |
| PKI           |           | SOC / RRO        | Test Assistant         | 07.01.2021 |
| OBA           |           | SOC / RRO        | Registration Assistant | 07.01.2021 |
| KKV           |           | SOC / RRO        | Registration Assistant | 07.01.2021 |
| KMA           |           | SOC / RRO        | Cleaner                | 07.01.2021 |

|     |  |           |         |            |
|-----|--|-----------|---------|------------|
| AFL |  | SOC / RRO | Cleaner | 07.01.2021 |
|-----|--|-----------|---------|------------|