Coronavirus/Covid-19 Risk Assessment Template for administering the Lateral Flow Test to pupils in an educational setting

Assessment Date	**dd/mm/yy**	**Lead Assessor**	**Role**	**Assessment Number**
Activity: Administering the Lateral Flow Test to pupils in an educational setting				
Description of task / process / environment being assessed		General and clinical activities on the asymptomatic testing site at DWHS		
Activities Involved		Traversing the site on foot Testing staff and students	**Location Main Hall**	

Who Might be affected	Employee	Client	Contractor	Visitor	Service User
	✓	✓	✓	✓	✓

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: **Role:** **Date:**

Record of risk assessment reviews

Date of Review:	**Comments:**	**Reviewed by:**	**Date of next review:**

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Declaration by employees involved in the activity detailed below – I fully understand the activity outlined below 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**	**Line Manager**	**Training completed**	**Date**

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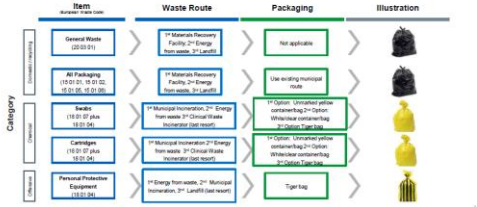
Hazard Identification and evaluation							
No	**Hazards**	**Associated Risk**	**Current Control/ Mitigation Measures**	**Risk Evaluation (post measures)**			**Additional control needed?**
				Probability	Severity	Risk	
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	• 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. • All subjects to be reminded of the above (COVID 19 symptoms, etc.) before entering test site. • 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. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival and adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to	1	4	4	

			verbal reminders if necessary from reception, queue management and sampling 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 PCR test kits for first 200 subjects				
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome and registration	Transmission of the virus leading to ill health or potential death	Possible combination of controls (others may be equally acceptable) • Staff separated from subjects by clear screens • Staff separated from subjects by greater than 2 meters • All subjects wearing face coverings and staff wearing fluid repellent face masks (type IIR) • Reception area ventilation increased (e.g. opening windows). • Managed, 2metre separated, queuing.	*1*	*4*	*4*	
3	Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	• No symptomatic persons allowed on site, with protocols (see Hazard 1 controls) • Sampler and all other staff involved have completed the appropriate training and taken samples under supervision to demonstrate competence, as defined in the DHSC standard operating procedure (DHSC SOP) Version 2.2. Section 5.2 • Detailed testing process for on-site testing, as shown in the standard operating procedure section 7.7 followed, with subject self-swabbing wherever possible. See hazard 19 below where self-swabbing is not possible (e.g. in special schools) • Testing booths set up in line with DHSC SoP, providing a physical separation between the sampler and the subject. • Sampler wears fluid resistant surgical face mask (Type IIR) which they have been trained to use (see training video	1	4	4	Web link to video showing putting on and removing face masks safely: https://www.gwh.nhs.uk/patients-and-visitors/coronavirus-(covid-19)/coming-to-hospital-or-attending-a-gp-appointment/ Guidance on making a better seal when wearing a surgical-type mask (North Bristol NHS Trust): https://youtu.be/BCfyQ_N5IZI

			links to the right, donning and doffing and guidance in DHSC standard operating procedure) and replace after each session. • Each employee should have undertaken a personal/individual risk assessment with their manager to ensure that clinically extremely vulnerable staff only work from home during Tier 3 and 4 restrictions and are only allocated low risk activities (e.g. where strict 2 metre physical distancing can be observed and with minimal interaction with others e.g. not sampling or registration) when the Tier level reduces to below 3. Clinically vulnerable staff should only work on-site in Tier 3 & 4 areas if it is impossible for them to work from home and should be allocated to the lowest risk activities where strict social distancing can be observed and they have minimal interaction with others e.g. not sampling or registration.				
4	Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport	Transmission of the virus leading to ill health or potential death	• Runner has completed appropriate training and follows the procedures in the • Runner should not handle the swab itself (it will have been placed in the extraction tube by the subject). • Runner practices appropriate hand hygiene at all times • Runner wears fluid repellent face mask at all times	1	4	4	If a runner is being used, the subject should place their swab into a tray, bag or similar that the runner can pick up without touching the item touched by the subject.
5	Contact between samples and sample testers increasing the transmission of COVID19: Sample processing and analysis.	Transmission of the virus leading to ill health or potential death	• Sample Tester has completed appropriate training • Sample Tester follows the detailed procedures in the DHSC SoP • Sample tester must not handle the swab head itself. • Sample tester practices appropriate hand hygiene at all times • Sample tester uses full PPE (e.g. gloves, apron and eye protection, in addition to a fluid resistant surgical face mask) and changes gloves at the times indicated in the DHSC SoP.	1	4	4	

			• Sample tester is neither clinically extremely vulnerable nor clinically vulnerable (reference their personal/individual risk assessment)				
6	Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal	Transmission of the virus leading to ill health or potential death See also hazard reference 18 below	Schools and colleges are advised to package up the waste as outlined below, and store in a safe collection area, to be removed by their existing waste contractor. As part of this, the waste collector may be asked by a school to: • Provide extra wheelie bins for waste storage • Provide extra bin bags, as required (tiger , yellow/clear, black) • Collect waste regularly (frequency to be agreed with individual school) **Packaging and Disposal of waste** The table below provides all the key information relating to the packaging, removal and waste route. Schools and colleges are advised to package up the waste into 3 distinct bin bags (as shown in the diagram below). Bags will be distributed to schools and colleges from a central source. The bags should be placed into a larger bin ready for collection by their waste contractor. Each large bin must be clearly labelled on which waste category it will have. **Waste categories are:** o Domestic / recycling (all packaging) - Black bag o Chemical (swabs/cartridges/tissues) - Unmarked Yellow or Clear bag o Offensive (PPE, cloths, mop heads) - Tiger bag **European waste codes are detailed in the Item column** **DHSC has identified the waste categories using the approach set out in guidance WM3**	1	4	4	

							
7	Incorrect result communication	Wrong samples or miscoding of results Moderate severity as multiple testing of each subject should pick up problem before further transmission.	• 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	1	3	3	
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal and No result communicated to individual	• Rule based recall of subjects who have not received a result within x hrs of registration • Subjects are called for a retest	2	1	2	
9	Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4 (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	• 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.	1	2	2	

		the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	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.				
10	Occupational illness or injury	i)Transmission of coronavirus / covid-19 ii)Other occupational illness or injury	i)See references 1 to 6 above for coronavirus covid-19 ii)School's normal operating arrangements should be followed to minimise other risks unrelated to the testing activity	No additional risk from testing if coronavirus/covid-19 controls are followed.			
11	Manual handling	Sprains/strains	• Persons setting up testing booths should be competent at handling the materials. • Appropriate risk assessment of these activities should be undertaken by the relevant staff and the setting up should be done when nobody else is present (minimising coronavirus risk)	1	2	2	
12	Unauthorised access by members of the public	Interruption of testing	• School's standard access and security measures	1	1	1	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Injuries from falls (worst case would be minor limb fractures)	• Any uneven surfaces clearly marked (e.g. coloured tape) or barriers used	2	2	4	
14	Stairs to / from sample processing /	Injuries from falls (worst case would	• Standard maintenance of stairs. • Adequate stair lighting	1	3	3	

	registration area and welfare space	be minor limb fractures)					
15	Inclement weather	Slips and falls, leading to minor injuries	• Standard school procedures for managing snow and ice, outside and keeping internal floors dry.	1	3	3	
16	Electrical safety / plant and equipment maintenance Defective electrical equipment	Electric shock	• Ongoing standard inspection and testing of plant and equipment	1	4	4	
17	Use of shared equipment	Transmission of the virus leading to ill health or potential death	• Each staff member to be supplied with own personal equipment e.g. pens. • Furniture, e.g. tables, chairs, screens, to be cleaned in line with the government's guidance between each user.	1	4	4	
18	Contact between samples and waste operatives increasing the transmission of COVID19: Sample disposal and waste disposal	Transmission of the virus leading to ill health or potential death	See controls in 6 above – if school prepares waste correctly, the risk to waste contractors is appropriately managed	1	4	4	
19	Contact between subject and sampler increasing the transmission of COVID19: Sample taking – where self-swabbing not possible	Transmission of the virus leading to ill health or potential death	If a subject is unable to take their own swab e.g. due to special needs, follow directions in the DHSC SoP in 7.7.2 Individual risk assessment also needed based on a subject's needs and behaviours	2	4	8	Ensure any staff undertaking this have appropriate additional training and appropriate additional PPE (e.g. fluid resistant surgical face masks, eye protection, aprons, gloves)
20			THIS IS NOT AN EXHAUSTIVE LIST. PLEASE IDENTIFY LOCAL RISKS AS APPROPRIATE.				
21							
22							

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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				
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency				
3					
4					
5					
6					

Additional Notes

Personal Protective Equipment to be used (Insert ✓)

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

Other

Likelihood of event ocurring (Probability)	Consequence of event ocurring (Severity)				
	Negligible	Minor	Moderate	Major	Critical
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

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

	Almost Certain, will undoubtedly happen	