

# Lateral Flow Test Site Risk Assessment



Test and Trace

## BOUNDARY OAK SCHOOL

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	04/01/21 23/08/21	Lead Assessor	J Polansky S Savage	Contract		Assessment Number	
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Boundary Oak School						
<b>Activities Involved</b>	Traversing the site on foot Testing School staff and students				<b>Location</b>	<b>BO School</b>	
<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? 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"> <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</li> <li>• <b>Face masks:</b> Requirement to wear a face mask whilst inside for testing</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 handling 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	Centre staff who are in close proximity of test subjects will wear Surgical gloves, Face mask and apron	1	4	4	
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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	Centre staff who are in close proximity of test subjects will wear Surgical gloves, Face mask and apron	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	Test centre runner will wear surgical gloves, face mask and an apron.	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	Testers will wear surgical gloves, face mask and apron.	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	Testers will wear surgical gloves, face mask and apron.	1	4	4	
7	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</li> </ul> <p>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</p>	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>• Rule based recall of subjects who have not received a result within 2 hrs of registration</li> <li>• Subjects are called for a retest</li> </ul>	1	2	2	
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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), $\text{NaCl}$ (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 procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>	1	2	2	
10	Occupational illness or injury	Staff exhibiting / feeling effects that may indicate COVID 19 is present.	<ul style="list-style-type: none"> <li>• Staff training and information provided.</li> </ul>	1	4	4	
11	Manual handling	Injury caused by incorrect manual handling techniques. Attempting to lift beyond capability.	<ul style="list-style-type: none"> <li>• All materials are divided into small lightweight packages.</li> </ul> <p>Information provided.</p>	1	3	3	
12	Unauthorised access by members of the public	Members of the public unfamiliar with the environment.	<ul style="list-style-type: none"> <li>• Only authorised access permitted to the building.</li> <li>• Reception manned at all times.</li> </ul>	1	2	2	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)  Stairs to / from sample processing / registration area and welfare space	Trip hazards	<p>The testing centre is in a dedicated theatre which has been checked for uneven surfaces and other trip hazards.</p> <p>Only stairs used are to Acorn Toilets- clear of trip hazards</p>	1	4	4	

15	Inclement weather	Wet/cold for registration queue	Queue underneath Acorn theatre outdoor roof overlap. If too cold and wet pupils to remain in the parents' car and walkie talkie system used to call them to Acorn Theatre.	2	2	2	
16	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Failure of equipment due to poor maintenance  Electric shock from faulty equipment	All equipment in the Acorn theatre is either within twelve months of purchase or has an in-date PAT certificate/test label.	1	4	4	
17	Use of shared equipment	Cross contamination of equipment increases the possibility of COVID transference.	There is to be no shared equipment. Where tables/chairs etc. have been used by other persons, they are to be disinfected between users.	1	4	4	
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</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>• Rule based recall of subjects who have not received a result within 2 hrs of registration</li> <li>• Subjects are called for a retest</li> </ul>	1	2	2	

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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	Covid Coordinator		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator		


**Additional Notes**

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		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	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 Evaluation**



**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.

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Persons involved in assessment	J Polansky
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Signature of Lead Assessor	J Polansky Date 4/1/21
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<p><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</p>								
Review date	Comments	Reviewed by	Signature		Review date	Comments	Reviewed by	Signature
23/8/21	A few changes made to allow for non isolation of pupils under 18	S Savage	Ssavage					

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.


