

NHS Risk Assessment Covid testing centre – Wider opening of The Norwood School – March 2021

Document	Update March 2021
Section	Amendment details - Mass testing programme completed 11th March. Small test facility set up off of reception to test visitors to the school including supply, contractors, Lambeth services, parents etc. This is overseen by one of the staff involved in the mass testing programme.
Contact between subjects	Minimised now students testing complete. Adults are testing (no children have been identified as needing support with in school testing as yet). Adults asked to keep distance and enter testing space in phases. Face masks worn except when actively testing. Distance maintained.
Contact between subjects and staff	Staff test supervisor wearing PPE. Visitors instructed on how to test, though conduct the tests themselves. Visitors testing wearing face masks unless actively testing. Distance maintained
Contact between subject and sampler	Smaller test centre undertaken by one member of staff rather than multiple. Staff test supervisor wearing PPE. Visitors instructed on how to test, though conduct the tests themselves. Visitors testing wearing face masks unless actively testing. Distance maintained
Contact between sample and test centre runner	Smaller test centre undertaken by one member of staff rather than multiple. Staff test supervisor wearing PPE. Visitors instructed on how to test, though conduct the tests themselves. Visitors testing wearing face masks unless actively testing. Distance maintained
Contact between samples and sample testers (sample process analysis)	Smaller test centre undertaken by one member of staff rather than multiple. Staff test supervisor wearing PPE. Visitors instructed on how to test, though conduct the tests themselves. Visitors testing wearing face masks unless actively testing. Distance maintained. Samples kept in allocated spaces in trays and with separate timers to prevent cross contamination.
Contact between samples and samples testers (sample disposal and waste disposal)	Smaller test centre undertaken by one member of staff rather than multiple. Staff test supervisor wearing PPE. Visitors instructed on how to test, though conduct the tests themselves. Visitors testing wearing face masks unless actively testing. Distance maintained. Bins provided to the small test centre which are emptied daily. Waste disposal has now been designated as household waste rather than hazardous waste in most recent testing guidance.
Incorrect result communication	Test operative alerts NC and the member of staff working with the visitor. Visitor is asked to isolate if positive. If void, asked to retest.
Damaged barcode	Visitors take photo of their test strip as record of their bar code, limits damage to barcodes. Streamlines process of inputting results if visiting staff register their own result as the school are not in possession of their personal details.
Extraction solution	Plentiful stocks of extraction fluid. New bottle opened daily and disposed off once tested completed (am or pm). Cleaning materials available in test centre to clean spillages. Supervision given to using extraction fluid to ensure applied correctly.
Occupational illness or injury	Wearing of PPE essential to protect eyes, skin and nose and mouth. Plentiful and accessible supplies of this. Supplies of hand sanitiser and antibacterial wipes as well as appropriate cleaning materials. Door to be kept open for ventilation. Large Spillages to be alerted to cleaner. Alert SLT and Office staff to any potential issues.

APPENDIX C: Template for 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	dd/mm/yy	Lead Assessor		Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at _____						
Activities Involved	Traversing the site on foot Testing University staff and students				Location		
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	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<p>EXAMPLE OF MEASURES:</p> <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: 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 & 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 verbal reminders if necessary from reception, queue management & 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 	1	4	4	

2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome & registration</u>	Transmission of the virus leading to ill health or potential death					
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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					
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					
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death					

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					
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 2 identical barcodes are provided to subject at check in • 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 				

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"> • Rule based recall of subjects who have not received a result within x hrs of registration • Subjects are called for a retest 				
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9	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. 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. 				
10	Occupational illness or injury						
11	Manual handling						
12	Unauthorised access by members of the public						
13	Uneven surfaces (floor protection in the Testing and Welfare areas)						
14	Stairs to / from sample processing / registration area and welfare space						

15	Inclement weather						
16	Electrical safety / plant & equipment maintenance Defective electrical equipment						
17	Use of shared equipment						
18	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 1 and applied to Lateral Flow Device at this station 				
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"> • Rule based recall of subjects who have not received a result within x hrs of registration • Subjects are called for a retest 				

20	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. 				
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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

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

Risk Evaluation

		Consequence of event occurring		
		Negligible	Minor	Moderate
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15
	Likely	Tolerable 4	Substantial 8	Intolerable 12
	Possible	Trivial 3	Tolerable 6	Substantial 9
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6
	Rare	Trivial 1	Trivial 2	Trivial 3

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



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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