

Risk Assessment – Rainham Mark Grammar 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	14/01/2021	Lead Assessor	Alan Moore/M Brighton	Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at <u>Rainham Mark Grammar School</u>						
Activities Involved	Traversing the site on foot Testing School staff and students					Location	Rainham Mark Grammar School
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?
				Probability	Severity	Risk	Action No
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"> • 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 	1	4	4	
2	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"> • 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. 	1	4	4	

			<ul style="list-style-type: none"> • 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 • PPE: Ensure that all test staff are wearing the correct PPE for the role in which they are carrying out. 				
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3	Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • 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. • 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 when required. • 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 • PPE: Ensure that all test staff are wearing the correct PPE for the role in which they are carrying out. 	1	4	4	
4	Contact between sample and test assistant increasing the transmission of COVID19: Sample transport	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • 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. • 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: Ensure that gloves are worn. • Social distancing: Two metre social distancing to be maintained.. • 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 	1	4	4	

			<ul style="list-style-type: none"> subjects except barcodes PPE: Ensure that all test staff are wearing the correct PPE for the role in which they are carrying out. 				
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	<ul style="list-style-type: none"> 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. 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: Gloves to be changed after every test. Social distancing: Two metre social distancing to be maintained. 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 PPE: Ensure that all test staff are wearing the correct PPE for the role in which they are carrying out. 	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"> 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. 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. 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 PPE: Ensure that all test staff are wearing the correct PPE for the role in which they are carrying out. All waste to be disposed of in the correct way. 	1	4	4	
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 3 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 registration point Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station Any issues to be reported to Covid co-ordinator and registers used to contact test subject and/or parent or guardian. 	1	3	3	

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 	1	3	3	
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. 	1	2	2	
10	Occupational illness or injury	Risk or Covid transmission Risk of work induced injury	<ul style="list-style-type: none"> • Provide staff with adequate PPE for the roles they are taking on. • Ensure that staff are adequately trained and have completed the required training before working as part of the testing team. • Staff should have adequate equipment and resources to work comfortably and safely. • Repetitiveness to be avoided when necessary. 	1	3	3	
11	Manual handling	Injury risk from lifting and moving stock	<ul style="list-style-type: none"> • Ensure that staff are aware of the correct manual handling procedures 	1	2	2	
12	Unauthorised access by members of the public	Unauthorised persons attempting to enter the school's testing site	<ul style="list-style-type: none"> • School site to be kept secure in the usual way during the testing period 	1	2	2	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Uneven surfaces or floor coverings could result in injury	<ul style="list-style-type: none"> • Ensure that uneven surfaces are clearly marked with the appropriate visibility markings and signage. • Ensure that subjects are moving sensibly around the area 	1	2	2	
14	Stairs to / from sample processing / registration area and welfare space	The small number of stairs between the areas may cause harm.	<ul style="list-style-type: none"> • Ensure that stairs are marked with the correct visibility markings • Ensure stairs are kept clean and free from any obstructions • Ensure that subjects are moving sensibly around the area 	1	2	2	

15	Inclement weather	Severe weather conditions may mean that outdoors queuing is not possible	<ul style="list-style-type: none"> Additional gym area to be used to queuing if deemed necessary 	1	1	1	
16	Electrical safety / plant & equipment maintenance Defective electrical equipment	Safety issues with electronic equipment	<ul style="list-style-type: none"> Ensure that equipment used is PAT tested and fit for purpose The only electrical items required are laptops 	1	1	1	
17	Use of shared equipment	Cross contamination of shared equipment	<ul style="list-style-type: none"> Ensure that clean guidance is adhered to Any shared equipment such as laptops and timers to be cleaned before use by another person PPE guidelines to be adhered to by all staff 	1	2	2	

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 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.

