

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.

Date:	4/2/2021	Written by:	Kathryn Clarkson	Contact details:	kclarkson@salisbury6c.ac.uk
Activities involved:	Asymptomatic Lateral Flow COVID19 Testing for students and staff				
Who might be affected?	Employee	Student	Visitor	Contractor	Parent
	Yes	Yes	Yes	Yes	No

Useful links:

[The Schools and Colleges testing handbook can be found here](#)

[Link to repository of resources available here](#)

[Link to webinars can be found here](#)

S6C COVID19 Testing Risk Assessment



Risk Assessment

Probability

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

		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

Hazard Identification and evaluation							
No.	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk – Post Measures			Additional control needed? Action No.
				Probability	Severity	Risk	
1	Contact between students/staff 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 students/staff are to be advised in advance not to attend if they have any symptoms of COVID19, or live with someone who is showing symptoms of COVID19 (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 testing staff to have a negative test on the day of testing, prior to testing students, either through a home test or an onsite LF test. ● PPE: Compliance with wearing of face covering/mask of all students/staff to be checked and challenged by all staff. Prominent signage reminding attending students/staff of the above to be displayed at the entrance to the venue. ● Face coverings/masks to be worn by students/staff at all times whilst on the premises except for brief lowering at time of swabbing, unless there is an exemption from mask wearing recorded in the college records. 	2	4	4	-

			<ul style="list-style-type: none"> ● Hand hygiene: All students/staff to use hand sanitiser provided on arrival and adherence to this enforced by testing staff. ● Social distancing: Two metre social distancing to be maintained between students/staff to ensure compliance in addition to verbal reminders if necessary from testing staff. ● A one-way flow of students/staff through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by all staff. ● Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. ● Limited clutter and no physical handing of documents to students/staff except barcodes and PCR test kits for students/staff. If students need to complete consent forms, pens and boards to be wiped down by the meet and greet staff assigned to consent checking before the next student is invited to use the equipment. 				
2	Welcome and Registration: Contact between students/staff and registration	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> ● Training: Staff member to undertake required training. Certificate submitted for verification. ● PPE: Compliance with wearing of face covering/mask of all students/staff to be visually checked on arrival. 	1	4	4	-

	staff increasing the risk of transmission of COVID19		<p>Except for those with an exemption recorded in the college records.</p> <ul style="list-style-type: none"> ● Movement: A one-way flow of students/staff through the venue is to be initiated and maintained at all times. Compliance with this is to be ensured by testing staff. ● Social distancing: Two metre social distancing to be maintained between students/staff with verbal reminders if necessary from testing staff. 				
3	Sample taking: Contact between subject and sampler increasing the transmission of COVID19:	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> ● Training: Staff member to undertake required training. Certificate submitted for verification. ● Social distancing: Two metre social distancing to be maintained between students/staff, verbal reminders from testing staff if necessary. ● PPE: Face coverings/masks to be worn by students/staff at all times whilst on the premises except for brief lowering at time of swabbing, unless a pre-recorded exemption is in place. ● Subject to swab themselves under guidance. ● Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 	1	4	4	-

4	Sample transport:	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> ● Training: Staff member to undertake required training. Certificate submitted for verification. ● Positioning: Dedicated testing table located directly behind sample taker limiting travelling distance. ● PPE: PPE to be worn at all times in accordance with PHE guidance. 	1	3	3	-
5	Sample processing and analysis: Contact between samples and sample testers increasing the transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> ● Training: Staff member to undertake required training. Certificate submitted for verification. ● PPE: PPE to be worn at all times in accordance with PHE guidance. ● Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 	1	3	3	-
6	Sample disposal and waste disposal: Contact between samples and sample testers increasing the transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> ● Training: Staff member to undertake required training. Certificate submitted for verification. ● Waste Management: Bins located at each testing table. Emptied, sealed and double bagged at the end of the session by the testing team and isolated for 72 hours in the relevant waste cupboard. 	1	3	3	-

7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • Testing slots have been allocated at a rate of 15 per hour to ensure accuracy over speed. This will be reviewed at end of each day and capacity amended as necessary. • 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	1	1	-
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal .	<ul style="list-style-type: none"> • Daily quality assurance completed by the Senior Team to check number of tests, number of voids, vs results recorded. • Students/staff are called for a retest if anomaly detected. 	1	1	1	-
9	Extraction solution which comes with the lab test kit contains the following components:	These components do not have any hazard labels associated with them, and the manufacturer	<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 	1	1	1	-

	<p>NA₂HPO₄ (disodium hydrogen phosphate), NaH₂PO₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>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.</p>	<p>to be worn to protect the body from splashes or spillages.</p> <ul style="list-style-type: none"> ● 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
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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.

Employee Name	Role	Signature	Date
Carolyn Port	All Testing Operative Roles		
Lisa Rodway	Lead Processor		
Gary Kinsey	Registration and Results recording		
Lynne Carley	All Testing Operative Roles		
Craig Chambers	All Testing Operative Roles		
Claire Anthony	All Testing Operative Roles		
Vivien White	All Testing Operative Roles		

Reviews – This assessment will be reviewed regularly or when there are changes in operational procedure, personnel, the work environment or following an incident.

Review date	Comments	Reviewed by	Signature