

# Bishop Douglass Catholic School – East Finchley

## Supplemental Risk assessment for mass Lateral Flow Testing

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 school and testing operators.

Assessment Date	02/01/21	Prepared by	Martin Tissot	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 Bishop Douglass Catholic school site (T0.6)						
<b>Activities Involved</b>	Testing school staff and students					<b>Location</b>	T0.6
<b>Who Might be affected</b>	Employee ✓	Pupil ✓	Contractor ✓	Visitor ✓	Other ✓		

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Additional control needed? Action No
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<p><b>EXAMPLE OF MEASURES:</b></p> <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 or have been in close contact with someone who is displaying symptoms.</li> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>• Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of arrival at reception desk.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / s staff.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> </ul>	

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			<ul style="list-style-type: none"> <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 outside and through the testing area 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> </ul>	
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <a href="#">Welcome &amp; registration</a>	Transmission of the virus leading to ill health or potential death	<p>Centre staff who are in close proximity of test subjects will wear Surgical gloves, Face mask and apron</p> <p>Layout of centre to ensure 2m social distancing</p> <p>Subjects to fill name card themselves to reduce number of touch points</p> <p>Online consent form to reduce paper contact</p>	
3	Contact between subject and sampler increasing the transmission of COVID19: <a href="#">Sample taking</a>	Transmission of the virus leading to ill health or potential death	<p>Centre staff who are in close proximity of test subjects will wear Surgical gloves, Face mask and apron</p> <p>Test centre will have open windows and doors</p> <p>Layout of centre to ensure 2m social distancing</p>	
4	Contact between sample and test centre runner (conveying the samples to the analysis desk) increasing the transmission of COVID19: <a href="#">Sample transport</a>	Transmission of the virus leading to ill health or potential death	<p>Test centre runner will wear surgical gloves, face mask and apron.</p>	
5	Contact between samples and sample testers increasing the transmission of COVID19: <a href="#">Sample processing &amp; analysis.</a>	Transmission of the virus leading to ill health or potential death	<p>Testers will wear surgical gloves, face mask and apron.</p>	
6	Contact between samples and sample testers increasing the transmission of	Transmission of the virus leading to ill health or potential death	<p>Testers will wear surgical gloves, face mask and apron.</p> <p>Dedicated disposal area for samples</p> <p>Disposal area to be cleaned by staff wearing full PPE</p>	

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	COVID19: Sample disposal and waste disposal			
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>Test kit provided to subject at check in. He/she told to write name and is monitored printing name and form group on test kit next to unique ID barcode before conducting the test</li> <li>Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device at this station</li> </ul>	
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>Test not conducted properly</li> <li>Rule based recall of subjects who have not received a result within x hrs of registration</li> <li>Subjects are called for a retest if test is not conducted properly</li> </ul>	
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>	
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> <li>Staff to isolate and remove themselves from the test centre immediately and request a test.</li> </ul>	
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 in to small light weight packages.</li> <li>Information provided.</li> </ul>	

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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> <li>Only persons associated with Bishop Douglass School are permitted to enter.</li> </ul>	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Trip hazards	The testing centre is in T06 which has been checked for uneven surfaces and other trip hazards.	
14	Electrical safety / plant & equipment maintenance  Defective electrical equipment	Failure of equipment due to poor maintenance  Electric shock from faulty equipment	All equipment in T06 is either within twelve months of purchase or has an in-date PAT certificate/test label.	
15	Use of shared equipment	Cross contamination of equipment increasing 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.	
16	Test subjects unfamiliar with surroundings	Test subjects crossing in to sterile areas.	<ul style="list-style-type: none"> <li>Individual guidance provided from test area staff.</li> <li>Floor signage to provide direction.</li> </ul>	
17	Fire alarm activation	Persons unfamiliar with "Actions in the event of fire"	Pre-work briefing on "Actions in event of fire" provided to staff. Evacuation as normal.	
18	Lack of welfare facilities	Nowhere for staff to consume food/drink.	<ul style="list-style-type: none"> <li>Welfare space provided for staff, separate from testing areas.</li> <li>Staff only Toilet and hand washing facilities provided.</li> </ul>	
19				
20				
			<b>THIS IS NOT AN EXHAUSTIVE LIST. PLEASE IDENTIFY LOCAL RISKS AS APPROPRIATE.</b>	

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<b>Control Improvements</b>				
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	Graham Burt		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Graham Burt		

<b>Additional Notes</b>

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<b>Personal Protective Equipment to be used (Insert ✓)</b>
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Air Fed Helmet	Face Visor	Goggles X	Safety Glasses X	Ear Defender	Safety Boots	Safety Shoes	Head Protection	Hair Net/Chef Hat	Overall	Hi-Viz X	Apron/Tabard X	White/Chef Coat/ X	Half Respirator	Respirator	Dust Mask	Face Mask X	Harness/Lanyards	Rubber Gloves	Hand Protection X
Other:																			

**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	

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