

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	3.3.21	Lead Assessor	JGA	Contract		Assessment Number	Reading Girls' School
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?

				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	<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 test kits for first 200 subjects 			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	<ul style="list-style-type: none"> Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. 	5	2	10	n/a
3	Contact between subject and sampler increasing the transmission of	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All testing staff will we full PPE Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Face masks worn 	5	3	15	Already extensive list of mitigation

	COVID19: <u>Sample taking</u>		<ul style="list-style-type: none"> Hand sanitiser in registration area Maximum of 12 pupils in hall at anyone time Testing bays spread across width of the hall 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. 				
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	n/a	n/a	n/a	n/a	n/a
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"> All testing staff will we full PPE (see details below) All nurses have been fully trained 	5	2	10	n/a
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"> All testing staff will we full PPE (see details below) Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance 	5	2	10	n/a
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 	2	1	2	n/a
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 	2	1	2	n/a
9	Unauthorised access by		<ul style="list-style-type: none"> Gates are locked Swipe-card entry only to the building 	1	1	1	n/a

	members of the public							
10	Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> Dedicated site and building maintenance team 	1	1	1	n/a	
11	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> One-way system on staircase 	5	1	5	n/a	
12	Electrical safety / plant & equipment maintenance Defective electrical equipment		<ul style="list-style-type: none"> Maintained by building proprietor team 	1	1	1	n/a	
13	Use of shared equipment		<ul style="list-style-type: none"> Hand sanitiser before and after use where necessary 	3	3	9		
14	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 	2	1	2	n/a	
15	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 	2	1	2	n/a	

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	J. Gargan
Signature of Lead Assessor	Date 3.3.21

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
	This is a two-week plan						

